



community sailing center  
lake champlain : burlington vermont

## Program Manager Job Description

### About the Community Sailing Center (CSC)

Our mission is to encourage and celebrate the responsible use and long-term stewardship of Lake Champlain by fostering educational and recreational opportunities for all members of our community. We believe everyone deserves to play on, learn from and ultimately take care of Vermont's greatest natural resource, Lake Champlain.

The CSC is located on the waterfront in Burlington, VT and has been operating for over 30 years. As the primary Community Sailing Center in the state, the CSC offers a variety of programs for youth, adults, students, and the visiting sailing and paddling enthusiast. We also host several signature events each year bringing the community together to celebrate the Lake. CSC's diverse programs range from recreational to racing, accommodating every sailor. Our fleet is composed of O'pen Skiffs, Hartley 10s, RS Quests and Zests, 420's, Lasers, Sonars, Rhodes 19s, kayaks, canoes and Stand Up Paddleboards.

Beyond working at the CSC, Burlington has numerous opportunities to offer. There are several yacht clubs in the nearby towns providing racing almost daily on dinghies and keelboats. Lake Champlain is a destination for larger regattas each summer as well. Local sailors are always interested in having new crew. If sailing in your free time isn't for you, there are numerous opportunities to get outside from hiking mountains to beautiful swimming holes and biking trails. Downtown Burlington is just minutes away from the CSC and supports a lively music scene with a multitude of delicious local food eateries. This position is an ideal match for someone looking to relocate to Vermont for several years.

### Overview

The Program Manager oversees the Adult sailing programs, and assists with the Youth programs and all sailing programs throughout the year. The Program Manager is involved with the hiring process and management of seasonal staff. The position is full-time, year-round. They will be in contact with parents, staff, and campers and therefore must be friendly, courteous, and knowledgeable of the rules, regulations and operations of the CSC. The candidate must enjoy working with children and adults and being on the water. This candidate should have a strong sailing work history and be a US Sailing Certified Instructor. The work schedule of this position is flexible and may require weekend availability during the summer season.

**Reports to:** Program Director

**Classification:** Permanent, full-time position

**Compensation:** Salaried, pay commensurate with experience. Health, Dental, and Wellness benefits; Annual leave policy; Retirement benefits.



community sailing center  
lake champlain : burlington vermont

### **Qualifications**

1. Strong background in dinghy and keelboat sailing
2. Ability to build and lead cohesive, successful team(s)
3. Exemplary interpersonal and communication skills (*verbal and written*)
4. Flexibility, able to balance multiple competing priorities
5. Experience in program management. Including implementation of curriculum and management of youth
6. Minimum 2 years working as a coach/instructor in a sailing program
7. Capable of general boat maintenance
8. VT State Boater's license or out of state equivalent (*available online*)
9. Current First Aid/CPR certification, Concussion certificate, SafeSport Training
10. Level 1 US Sailing Small Boat Instructor Certification required, Level 2 Certification preferred
11. Valid US driver's license

### Staff Management and Development

---

1. Recruit, hire, and train all program staff in partnership with Program Director and Operations Director
2. Schedule Instructors in Spring, Summer and Fall seasons
3. Work with instructional staff throughout the season on personal improvement plans
4. Work closely with the Waterfront Manager to execute programs and assist with office management
5. Responsible for staff manuals and management processes, including Safety Manual, Operations Manual, and Employee Manual
6. Ensure all appropriate staff is trained in current program curriculum, teaching methods, and operations

### Risk Assessment and Safety Management

1. With the other Directors identify, assess, monitor, and report risks associated with the programs.
2. Support development and implementation of the Emergency Action Plan.
3. Implement and conduct regular safety training programs and/or work with other directors to develop specific training goals.

### Administration

1. Assume Manager on Duty responsibilities as needed: Waterfront Staff supervision, on-water safety, program paperwork, etc.
2. Assume additional management team duties as directed including: assisting with fundraising events, contributing to the production of promotional materials, attending and/or presenting at relevant trade shows, volunteer fairs and organizations meetings as needed, assisting with office supervision and management, and intra office communications.



community sailing center  
lake champlain : burlington vermont

### **Responsibilities**

1. Oversee and facilitate all Adult Sailing Programs.
2. Group Program and Private Instruction outreach, booking and implementation.
3. Lead the Junior Instructor program. Includes running the training week, weekly scheduling, email outreach to JIs and their families throughout the summer.
4. Assist in staff observations and feedback as well as preseason training in conjunction with the Program Director.
5. Teach sailing on keelboats or dinghies, as needed.
6. Assist in preseason setup and maintenance of boats and equipment.
7. Communicate with parents, sailors, and other CSC staff and users effectively and with respect.
8. Responsible for teaching and enforcing proper care and storage of all CSC equipment and boats.
9. Share the manager on duty responsibility with the management team.
10. Enforce all CSC policies, improve on water safety, and defer to the Program Director as necessary.
11. Attend all Signature Events with additional support if needed.