



community sailing center

lake champlain : burlington vermont

2025 Seasonal Employment Application

Please include a current resume with your application. It should detail education history, all current certifications (or relevant expired certifications), and related jobs, skills or experiences.

Name: _____ Pronouns: _____

Current/School Address: _____

City/State/Zip: _____

Permanent Address: _____

City/State/Zip: _____

Phone: (Home) _____ (Work/School) _____ (Cell) _____

E-mail: _____

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? Yes _____ No _____

Explain if Yes _____

Medical Concerns or Allergies: _____

Are you under 18 years of age? ___ Yes ___ No

Are you US Sailing Certified? ___ Yes ___ No

If yes, what Level(check the line to the left of the certification you hold): ☐ Level One Instructor ☐ Level Two Instructor

☐ Level Three Coach ☐ Level Three Head Instructor ☐ Level One Instructor Trainer ☐ Level Two Coach Trainer

Do you have a current CPR/First Aid Card? ___ Yes ___ No

Do you have a boater's license? ___ Yes ___ No

Have you ever applied to CSC before? Yes _____ No _____ If yes, when? _____

1. Position Desired- if interested in more than 1 position please indicate your order of preference for all desired positions:

A. High School Sailing Assistant Coach (spring & fall) _____

Sailing Instructor _____

Sailing Assistant (16-17 years old) _____

Waterfront Manager _____

Waterfront Coordinator _____

B. Full Time (≥ 64 hrs/2 week period) _____ Part Time (< 32 hrs/wk) _____

C. Dates available for work: (Please check all that apply and provide additional info. below)

- a. Spring Season (4/21– 6/8) _____ (Limited hours may apply)
b. Summer Season (6/9 – 9/1) _____
c. Fall Season (9/2 – 10/13) _____ (Limited hours may apply)

Details:

D. Dates/Days **not** available for work (*please be specific, keep in mind that this is a seasonal position and staff are expected to work 5-6 days a week. Requesting more than 2 days off in a row will be unacceptable except in legitimate circumstances*):

E. Weekly availability (Daytime, Evenings, Weekends, etc.)

2. List sailing, boating and safety related courses/certifications you have completed or anticipate completing before the season:

3. Describe a situation where you've had to provide emergency assistance:

4. What is your customer service experience? Do you have experience interacting with customers on the phone and in person?

5. Check which classes you would be comfortable teaching (be honest, you do not have to be able to teach them all):

Class	Lead Instruct	Assistant Instruct
Youth Beginner		
Youth Intermediate		
Youth Keelboat		
Adult Dinghy - Beginner		
Adult Keelboat – Beginner		
Adult Dinghy - Intermediate		
Canoe or Kayak		
Stand Up Paddleboarding		
Adaptive Sailing		
At-Risk Youth and Team-Building		
Advanced Clinics/Classes (Race, Spin, etc.) for Youth		
Advanced Clinics/Classes (Race, Spin, etc.) for Adult		
High School Team Coaching		
Running Short Course Races		
Environmental Science Programs		

_____ Boat maintenance/repair
Explain: _____

_____ Office organization and maintenance (bookkeeping, filing, etc.)
Explain: _____

_____ Specific Computer Software (Word, Excel, Google Drive, Database management etc.)
Explain: _____

_____ Handling money (cash, credit cards, etc.)
Explain: _____

_____ Child care (6 yrs and older)
Explain: _____

_____ Working with diverse populations and underserved youth
Explain: _____

_____ Teaching Environmental Education
Explain: _____

_____ Working with people with disabilities
Explain: _____

Sailing Experience: List the boats you have sailed and know well, including position on boat. Be specific. Include the following information: **Craft Type, Crewed, Skipped, Raced, Instructed.**

EXAMPLE 1: 18' Buccaneer, skipped 2 times, crewed 15 regattas, never taught

EXAMPLE 2: Sunfish, skipped 30 times over two summers, in the process I taught my nephew.

EXAMPLE 3: Optimist, skipped 100 times over three seasons, raced for 2 seasons.

EXAMPLE 4: Laser, skipped 200 times over five seasons, instructed at yacht club for two seasons.

[illegible]

Powerboat Experience: (Please list the types of motorboats you are familiar driving)

Boat Type	Years' Experience	Type of weather and water you've used them on

7. List your last three employers. If you have taught sailing before, please be sure to include that organization as well:

Company Name & Supervisor	Dates	Job Responsibilities	Reason for Leaving

A. Are you currently employed? Yes _____ No _____

B. If so, may we inquire of your present employer? Yes _____ No _____

8. List 2 professional references that we may contact, at least one employer required:

Name	Relationship	Phone	Email

Please use the back of this application (or attach another page) to include anything else, an experience, an achievement, or other piece of information that would be useful in addition to the questions in this application.

I certify that the information contained in this application is true and complete to the best of my knowledge. I give authorization to contact the references and/or employers listed above and/or any person or organization that may have information concerning me.

Name (printed): _____

Date: _____ **Signature:** _____

Email complete form to: justin@communitysailingcenter.org