



community sailing center  
lake Champlain : burlington vermont

### 2026 Office Coordinator 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: (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

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 \_\_\_\_\_

Are you under 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

**1. Position Desired- (Please note that this application is only for Office Coordinators, if applying to more than 1 position please fill out the corresponding application)**

A. Full Time ( $\geq$  64+ hrs/2 week period) \_\_\_\_\_ Part Time (< 32 hrs/wk) \_\_\_\_\_

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

a. Spring Season (5/11 – 6/14) \_\_\_\_\_ (Limited hours may apply)

b. Summer Season (6/15 – 9/7) \_\_\_\_\_

c. Fall Season (9/1 – 10/12) \_\_\_\_\_

(Limited hours may apply)

(Limited hours may apply)

Details:

C. 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 extreme circumstances):

D. Weekly availability (Daytime, Evenings, Weekends, etc.

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

**3. What is your learning style? What methods do you use to learn when you have a short deadline/ under pressure?**

**4. How are you at handling a fast-paced environment? What tools do you use for success?**

**5. Describe an experience working in a team environment and how you contributed to the success (or not) of the group.**

**6. Do you have experience in or with: (check all that apply and continue on back as necessary)**

Office organization and maintenance (data entry, organization, etc.)

*Explain:* \_\_\_\_\_

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

*Explain:* \_\_\_\_\_

Handling money and/or Point of Sale System (cash, credit cards, etc.)

*Explain:* \_\_\_\_\_

Problem Solving(professionally or academically)

*Explain:* \_\_\_\_\_

Sailing, boats, or outdoor recreation

*Explain:* \_\_\_\_\_

Please list any other relevant skills/experiences you would like us to know about

\_\_\_\_\_

**7. List your last three employers. If you have customer service experience, 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

**9. How did you learn about this position?**

Online Advertisement

*Which Site?* \_\_\_\_\_

Referred by a friend

*Who?:* \_\_\_\_\_

Involvement in a CSC Class or Program

*Explain:* \_\_\_\_\_

Other

*Explain:* \_\_\_\_\_

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 & resume to: alyssa@communitysailingcenter.org