



community sailing center  
lake champlain : burlington vermont

## Events Coordinator 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. The Community Sailing Center is unique. We are sailors, paddlers and recreation enthusiasts who share a deep passion for Lake Champlain because we live near and recreate on it regularly. We believe everyone deserves to play, learn and 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. The Sailing Center offers a variety of programs for youth, adults, students, and the visiting sailing and paddling enthusiast.

Beyond teaching sailing 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.

### Overview

We are seeking a detail-oriented and energetic Events Coordinator to run our venue rentals this upcoming season. This position plays an important role in supporting community events hosted at the Sailing Center.

Typical responsibilities include responding to emails and phone inquiries, coordinating schedules, setting up equipment, and assisting with the execution of day-of events. The ideal candidate is organized, personable, and comfortable working in a fast-paced environment. No event experience required. Ability to train the right candidate. Part-time position with opportunities for full-time work.

**Reports to:** Office Manager

**Duration:** Negotiable, ideally April-September; with possibility of extension

**Start Date:** As soon as possible

**Pay Rate:** \$19.50 hourly base pay for Part-Time

**Hours:** 18-25 hours per week.

Applicants must be willing to work evenings and weekends

**Application Deadline:** Position open until filled.

**Time Commitment:** Long Term, Seasonal

### Qualifications

1. Availability to work evenings and weekends.
2. Demonstrates a consistently positive and professional attitude when interacting with customers.
3. Strong problem-solving skills with the ability to think quickly on your feet; highly detail-oriented and organized.



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4. Thrives in a fast-paced environment while managing basic administrative tasks including email and phone communication, scheduling, and maintaining event documentation.

*Preferred but not required.*

5. Previous customer service experience.
6. Event industry experience is a plus.
7. Google and Microsoft Office experience.

### **Key Responsibilities**

1. Communicates effectively and respectfully with clients, guests, and staff while demonstrating excellent interpersonal skills.
2. Manages event-related correspondence through timely email and phone communication.
3. Provides a high level of customer service by greeting clients, answering event-related questions, and providing general information about the facility.
4. Maintains familiarity with all Sailing Center operations and event policies, and clearly communicates organizational requirements and expectations to clients.
5. Serves as the on-site venue coordinator during events, representing the organization professionally and ensuring events run smoothly. Coordinate logistics and schedules for upcoming events.
6. Organizes and assists with set up and breakdown of event equipment and spaces.
7. Can work independently and takes the initiative.
8. Assists with additional tasks as needed, including office support and general facility upkeep.

### **Perks**

- **Sailing:** As an employee of Community Sailing Center you are invited to use any of our idle paddle or sail boats during business hours.
- **Education:** The Community Sailing Center offers a wide variety of sailing education. Learn to sail or expand your sailing skills in our classes and clinics (based on availability).
- **Racing:** The Community Sailing Center would love to see you hone your skills and provide some competition. You are invited to race in the Friday night series with a CSC boat pending boat availability.
- **Discounts:** Our organization has established relationships with local businesses to provide discounts to the Community Sailing Center Staff. You will receive a list of staff discounts at staff training.
- **Pro-forms:** Our organization has established one or more relationships with companies willing to offer discounts on products. You will receive a list of pro-forms at staff training.

### **Dates of Employment**

This is a part time, seasonal position. Ideal dates of employment are from April-September. Exact dates of employment are negotiable. Availability to work nights and weekends is a must. The position can be combined with another position for full time hours from June-August.

### **Application Instructions**

Apply by sending a cover letter and resume to Colin Davis, [colin@communitysailingcenter.org](mailto:colin@communitysailingcenter.org)