



Lead Sailing Instructor Job Description

Mission

Green Bay Sail and Paddle, Inc. ("GBSP") is a 501c3 nonprofit organization that creates opportunities for all area youth and families, regardless of means or ability, to safely enjoy sail and paddle sports on the waters of the bay.

Overview

The Lead Sailing Instructor is responsible for planning and executing daily instruction and activities for all GBSP classes. The Lead Sailing Instructor coordinates class and activity planning, scheduling, and teaching of sailing classes. The Lead Sailing Instructor also works with the Executive Director to evaluate the personal aptitudes and effectiveness of the sailing staff, consistent with US Sailing standards and GBSP Policies & Procedures. Other responsibilities include monitoring and maintaining program equipment, daily set up, daily take down, beach clean-up, monitor sails and boats for potential maintenance issues, program set-up at the beginning of the season and clean-up at the end of season, assisting with inventory, and ensuring that all classes meet the highest health and safety standards. The Lead Sailing Instructor reports directly to the Executive Director and is under the jurisdiction of the Executive Director and the Board of Directors.

This position is a summer position typically from June 1 - August 31. Scheduled start and end dates may change from time to time based on availability and class requests.

Responsible to: Executive Director/Board of Directors

Expectations

Be a positive role model for the students, guests, instructors, and volunteers. Encourage the highest levels of sportsmanship and behavior. Generate enthusiasm and commitment to learning, while adhering to GBSP's program goals, objectives, and policies and procedures as established by the Executive Director/Board of Directors. Demonstrate a high degree of maturity and sense of responsibility for the program.

WORK SCHEDULE: On a daily basis, scheduled throughout the summer season. The week of July 4th and/or the 4th of July weekend shall be mandatory work hours. Hours may range from 8am to 9pm and will include weekend rotations. Time will be flexed around classes scheduled. A Lead Sailing Instructors must be on-site to implement programs, supervise participants and assist other staff.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any accommodations made will only be done so as to not compromise the safety of other staff and participants.

1. 21 years of age or older
2. Level 1 US Sailing Small Boat Instructor Certification, prefer Level 2 US Sailing Small Boat Instructor
3. At least two (2) years of sailing instruction required
4. Have current First Aid, CPR and AED certification
5. Complete the Wisconsin DNR Boater Safety Course
6. Complete US Sailing SafeSport training
7. Complete US Sailing Teaching and Coaching Fundamentals training
8. Be capable of general boat maintenance
9. Competent in driving a powerboat
10. Must attend GBSP Orientation and Training scheduled prior to the start of season
11. Ability to work efficiently, independently and reliably
12. Exhibit a mature, professional demeanor
13. Ability to manage multiple challenges at the same time
14. Pass the background check
15. Complete a drug test prior to employment

Responsibilities

1. Monitor instructors and students in all shore and on-the-water aspects, including how classes are taught, of their conduct during classes to ensure the quality and safety of operations. This includes assisting participants with the preparation and launching of their sailboats, reviewing and ensuring that rigging is done correctly, and that the sails and boats are in safe, working condition. Ensure that swim checks are done properly and the buddy system is in use. Ensure proper fitting PFD's are used and in good working condition.
2. After certification from Executive Director/Board of Directors, operate safety boats strictly in accordance with U.S. Sailing guidelines and GBSP policies.
3. Supervise Instructors' use of safety boats.
4. Supervise and/or teach daily on-the-water practice sessions and practice safe use of boats (both sail and motor) according to GBSP policies.
5. Monitor daily schedule to ensure that the timeline is followed, i.e. 40 minute lunch, prompt start and dismissal, lesson timing, etc.
6. Provide proper care, fill out incident/accident report and report incident/accident to Lead Instructor, GBSP President and/or Media Coordinator.
7. Record and report all incidents, repairs needed, and supplies needed to Executive Director/Board President.
8. Assist in organizing and attending events as necessary.
9. Other duties as assigned.

Paperwork and record-keeping

1. Maintain attendance and lesson records
2. Ensure each participant has a waiver on record, if not have them sign one. Restock waivers when needed.
3. Maintain records of staff hours.
4. Fill out all incident/accident reports accordingly.
5. Ensure all items that need major maintenance/repairs are red tagged and removed from use.
6. Complete and review daily check sheets.

Communication and parent contact

1. Meet with Executive Director/Board of Directors and/or parents to answer program questions and concerns as needed
2. In cases of emergency contact parents/guardian, Executive Director/GBSP President and/or Media Coordinator.
3. Communicate effectively with participants, parents, and staff alike, regarding program expectations, activities and events
4. Maintain professional appearance and demeanor at all times and ensure that all instructional staff do the same
5. Meet weekly with the Executive Director and Instructors to problem-solve and plan

Safety (with the assistance of the Executive Director)

1. Enter accidents/illness, both minor and serious, on the Incident/Accident Report and report them to parent/guardian. Contact support staff as necessary in serious situations. Notify Executive Director/GBSP President and/or Media Coordinator to inform them of incident.
2. Maintain radio contact with all safety boats; ensure appropriate radio protocol is maintained at all times
3. Monitor weather and assess safety conditions. Make decision to cancel class if weather dictates. All reasonable efforts should be made to not cancel classes.
4. Inform Safety Director of any repairs or maintenance that require professional attention. Red tag items and remove them from use.
5. Monitor daily activities to ensure highest safety standards are followed at all times

Curriculum and Instruction

1. Follow the course curriculum as designed. Develop daily lesson plans as needed.
2. Assign daily duties and breaks in equitable rotation, i.e. set-up, breaks, take-down etc.
3. Conduct staff meeting with instructors and volunteers at the end of each day to discuss pertinent issues and plan for the next day. Meet with the Executive Director, and Instructors once each week to review program.
4. Model best practices lesson preparation and presentation
5. Coach and assist instructors in effective group management strategies
6. Assist instructors in dealing with discipline issues
7. Assist instructors in developing activities when conditions do not permit on-the-water lessons
8. Assist in observing and documenting Instructor's lessons and student interactions
9. Refer to GBSP manuals for curriculum guidance

Equipment and Maintenance

1. Ensure that safety boats are prepared for the day (including gas, radios, etc.) and have the necessary safety equipment before going out on the water. Turn in all fuel and other receipts as directed. At the end of each day, ensure that all boats, both safety and sail, are properly secured and put away. This includes removing extraneous equipment (including trash) and returning radios to charging stations.
2. Report any problems with the condition of any boat (safety or sail) to the Executive Director and log them in the Maintenance Log. Supervise Instructors in making minor repairs as needed (replacing frayed lines, broken shackles or cleats, and ring dings, etc.). Repairs or maintenance of a more serious nature (hull damage, ripped sails, etc.) must be red tagged and removed from use immediately. Notify the Executive Director/Board of Directors immediately of repairs needed.
3. Enforce all GBSP policies and rules, state and local boating safety laws, and environmental regulations, as applicable. Ensure proper usage and clean-up of the facility, equipment, and docks.

Hourly Wage

\$18 - \$20 depending upon qualifications and experience