

# Operations Manager

## 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 Operations Manager will work directly with the GBSP Board and the community to facilitate our mission and be responsible for all programs. He/she will be required to supervise all programs. The ideal candidate shall be organized, professional, works well with both sailors and sailing parents, is team oriented, self-motivated, and adaptable. This position requires balancing off the water and on the water responsibilities and properly manages the daily operations.

To sustain employment, the Operations Manager, with guidance from the GBSP Board and in cooperation with the Director of Community Outreach and Donor Engagement, shall be responsible for ongoing fundraising, developing new sustainable programming and maintaining current programming to the standards of the GBSP Board and US Sailing.

***This position is a year-round position which allows for accumulation of compensated time of up to 6 weeks, along with 2 weeks of vacation during the off season. Additional unpaid absence of no longer than 48 hours per incident subject to approval of the President and/or Vice-President in the absence of the President. The week of July 4<sup>th</sup> and/or the 4<sup>th</sup> of July weekend shall be mandatory work hours.***

**Responsible to:** GBSP Executive Board of Directors or appointee

### Qualifications

- Must have minimum of three (3) years as Lead Sailing Instructor or in a supervisory capacity for a comprehensive sailing program
- Previous experience with staff management
- Proficient in general boat maintenance
- Proficient in knot tying
- Competent in operating sail and power-driven vessels
- Have current First Aid/CPR and AED certification
- Level 1 US Sailing Small Boat Instructor Certification, preferably Level 2 or 3
- Completed the Wisconsin DNR Boater Safety Course
- Complete US Sailing SafeSport training
- US Coast Guard Captain’s License is a plus, but not required
- Excellent organizational and communication skills
- Proficiency in Microsoft applications, search engines, etc.
- Ability to work independently and be efficient and reliable in doing so

- Exhibit a mature, professional demeanor
- Ability to manage multiple challenges at the same time while maintaining a professional demeanor
- Customer focused and detail oriented
- Grant writing, fundraising and experience with capital campaigns
- Marketing experience and program promotions
- Create a budget and monitors organizational finances
- Pass a background check

### Major Responsibilities

#### *Program Development and Management: 20%\**

- Develop, coordinate, schedule and implement all programs at GBSP.
- Communicate with partners throughout the season to ensure quality experiences.
- Instruct and fill in for seasonal staff as necessary.
- Manage and schedule all Adaptive Watersports Programs in partnership with appropriate third parties.
- In collaboration with Board of Directors, staff & stakeholders, help to map out the progression of GBSP programming.
- Work with all Sailing Instructor(s) and volunteers of the various classes to develop strong curriculum and teaching skills and evaluate and give feedback to the instructors during the season.

#### *Staff Management and Supervision: 20%\**

- Coordinate hiring and training of all seasonal staff and volunteers.
- Responsible for the scheduling and management of all seasonal employees.
- Work with instructional staff throughout the season on personal improvement plans.
- Monitors staff attendance, hours, performance, incidents/accidents (and notifies emergency contacts immediately), equipment failures, and behavior/conduct issues of sailors, members, or staff.
- Develop and implement team building events and activities.
- Ensure all applicable staff and volunteers complete and are up to date on the *Safe Sport* certification
- Schedule regular in-service training sessions.
- Ensure that all instructors are either US Sailing Certified or are working toward certification

#### *Day-to-Day Operations: 15%\**

- Schedule all private groups.
- Assist all staff with daily operations of the sailing center
- Answer calls/questions and respond to emails pertaining to programming.

- Get out on the water throughout week to observe and assist staff, especially during heavy program weeks, foul weather and end of the day wrap-up, etc.
- Serve as a mentor and role model for all instructors, volunteers and students and in doing so aims to be professional, positive, and encouraging.
- Create and maintain a positive environment to learn sailing, racing skills, seamanship, and sportsmanship.
- Help to maintain a constructive, safe and fun environment for participants, staff and GBSP volunteers.
- Maintain a safe and clean beach area.
- Maintain sailboats and safety boats in a clean and good working condition.

*Safety and Equipment: 15%\**

- Oversee the maintenance and repair of all boats used by GBSP.
- Regularly schedule time for boat maintenance
- Instruct staff in the safe use of motorboats, proper care of boats, right-of-way and other rules of the sea, and the need to avoid collisions.
- Oversee the First Aid supplies and monitors the Incident/Accident/ Near Miss Report Forms.
- Schedule and coordinate GBSP staff's First Aid/CPR and AED courses.

*Fundraising: 20%\**

- Meet with current sponsors to maintain relationship.
- Work hand in hand with GBSP Board and the Director of Community Outreach and Donor Engagement to find and obtain new sponsorships.
- Work hand in hand with GBSP Board and the Director of Community Outreach and Donor Engagement to plan, organize and facilitate fundraising events.

*General: 10%\**

- Work with GBSP Board and/or committee members to fulfill mission of organization.
- Report on various aspects of the organization.
- Additional duties as needed - marketing efforts, social media, outreach, etc.
- Attend all board meetings.
- Meet one-on-one with all groups, municipalities, private parties, etc. to schedule specific programming.

*\*Please note that percentages stated above are general guidelines and that on any given day you may be expected to designate more time to a specific area.*

**Work Environment**

The employee is subject to a variety of weather conditions depending on the situation at hand. The employee will be working indoors and outdoors and will often be subjected to outside environmental conditions throughout the day and will be outside with minimal weather protection. Employees are subject to elements and heat.

### Physical Requirements

Must communicate with staff and volunteers and give directions and be heard and understood by staff and volunteers.

Must have manual dexterity for handling lines and knots and will be subject to repetitive motion.

Must have adequate visual acuity to operate machinery and spot safety hazards and issues.

Occasional lifting up to 50 lbs may be required

### Salary

Starting at \$20.00 per hour dependent on experience, education, and credentials.