



## **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**

Sailing Instructors, under the supervision of the Lead Sailing Instructor assist with planning and implementing instruction and activities for GBSP classes. Instructors assist the Lead Sailing Instructor with lesson planning, staff development, class and activity scheduling, and teaching sailing classes. Instructors report directly to the Lead Sailing Instructor, and are under the jurisdiction of the GBSP Board of Directors. Each Instructor, under the supervision of the Lead Sailing Instructor, is responsible each week for instruction and management of small, skills-based groups of up to 32 participants. Instructors will submit daily plans and activities for review by Lead Sailing Instructor before implementation. Other responsibilities include assisting with: maintenance of program equipment, including GBSP owned sailboats and safety boats; assist with completing daily inspection check sheets, program set-up at the beginning of the season and clean-up at the end of season; ongoing inventory; and ensuring that all GBSP classes meet the highest health and safety standards.

**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:** Lead Sailing Instructor

### **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 and objectives, as established by the Executive Director. 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 4<sup>th</sup> and/or the 4<sup>th</sup> 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. Sailing Instructors must be on-site to implement programs, supervise participants and assist other staff.

## **Qualifications**

To perform this job successfully, and 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. 16 years of age or older
2. Level 1 US Sailing Small Boat Instructor Certification
3. At least one (1) year of sailing instruction or three (3) or more years of extensive sailing experience.
4. Have current First Aid, CPR and AED certification
5. Complete the Wisconsin DNR Boater Safety Course
6. Complete US Sailing SafeSport training
7. 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. Drug testing required prior to employment

## **Responsibilities**

1. Teach Sailing Program classes in accordance with GBSP Sailing Program Curriculum, as directed by the Lead Sailing Instructor. Classes may include (and are not limited to): basic sailing, advanced sailing, knot tying, basic boat maintenance, sportsmanship, and rigging/de-rigging boats.
2. After certification from Executive Director/Board of Directors, operate safety boats strictly in accordance with U.S. Sailing guidelines and GBSP policies.
3. Teach and supervise daily on-the-water practice sessions and practice safe use of boats (both sail and motor) according to GBSP policies.
4. Monitor students in all shore and on-the-water aspects of their conduct during classes to ensure the quality and safety of operations. This includes assisting students with the preparation and launching of their sailboats, reviewing and ensuring that rigging is done correctly, and that the sails & 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.
5. Provide proper care, fill out incident/accident report and report incidents/accidents to Lead Instructor, GBSP President and/or Media Coordinator.
6. Record and report all incidents, repairs needed, and supplies needed to Lead Sailing Instructor.
7. Assist Lead Sailing Instructor in organizing and attending events as necessary and help with setup and cleanup as needed.

8. Other duties as assigned by the Lead Sailing Instructor.

#### *Paperwork and record-keeping*

1. Maintain attendance and lesson records
2. Fill out all incident/accident reports accordingly.
3. Ensure all participants have a completed waiver on record prior to class.
4. Ensure all items that need major maintenance/repairs are red tagged and removed from use.
5. Complete and Review Daily check sheets.

#### *Communication and parent contact*

1. Communicate effectively with participants, parents, and staff alike, regarding program expectations, activities and events.
2. Maintain professional appearance and demeanor at all times and ensure that all instructional staff do the same
3. Meet weekly with the Lead Sailing Instructor to problem-solve and plan

#### *Safety (with the assistance of the Executive Director and Lead Sailing Instructor)*

1. Enter incidents/accidents, both minor and serious, on an Incident/Accident Report and report them to Lead Sailing Instructor. Contact support staff as necessary in serious situations. Notify GBSP President and/or Media Coordinator to inform them of incident.
2. Maintain radio contact with Lead Sailing Instructor and with all safety boats in your class/group; ensure appropriate radio protocol is maintained at all times
3. Monitor weather and assess safety conditions
4. Inform Lead Sailing Instructor and/or Executive Director/Board of Directors 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. Model best practices lesson preparation and presentation
3. Coach and assist all instructors in effective group management strategies
4. Assist other instructors in dealing with discipline issues
5. Assist other instructors in developing activities when conditions do not permit on-the-water lessons
6. Assist Lead Sailing Instructor in observing and documenting Instructor's lessons and student interactions as needed.
7. 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, safety equipment and sails, 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. Assist 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. Repairs will be coordinated by the Executive Director or Lead Sailing Instructor.
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**

\$12 - \$17 dependent on qualifications and experience