



SAILING PROGRAM DIRECTOR

25 October 2004

Position Description:

The Sailing Program Director is responsible for the design, operation and teaching of the BPYC Junior Sailing Program (JSP) in accordance with the policies and directions of the Junior Sailing Committee. The program includes classes at several different skill levels and periodic interclubs, regattas and special events. The other major responsibilities of the Program Director are to manage the administrative aspects of the BPYC JSP and ensure safety for all participants therein.

The Program Director reports to the Junior Sailing Committee (JSC) Chair for sailing program related business and to the Club Manager for the daily coordination of Yacht Club operational issues and to insure the smooth functioning of the Club. He/she supervises the Racing Instructor and works with him/her to coordinate all aspects of the Junior Racing Program. The Director also supervises any Sailing and Junior Instructors.

Specific Job Accountabilities:

Administration:

- Budget - assist in developing, keep up-to-date records and adhere to guidelines
- Manage and enhance parent of the Day (POD) program (work with volunteer POD coordinator to create job description & checklist for parent use, maximize POD value)
- Newsletters (at least 3, distributed start of July, start of August, end of Program)
- Oversee safety at the Club within Sailing program; instructors, students and parents
- Prizes/incentives/fun
- Parent communication/interface (Send spring letter regarding program, newsletter, registrations, events, regattas etc...)
- Occasional meetings with entire BPYC staff, member(s) of the Junior Sailing Committee other than the daily meetings
- Develop & execute special events/trips (Friday events, interclubs, regattas, rainy day classes, etc.)
- Record-keeping - attendance records & current files incl. performance, attendance & medical forms on all students and instructors
- Registration (prepare and mail spring letter, pre-season enrollment, student packages & information)
- Oversee boat & equipment maintenance (minimum 2x weekly washing, repairs & boat maintenance log submitted) with staff and Head of Boat Committee.
- Assist in improving curricula
- Implement and administer achievement testing program and awards
- Adhere to Program Procedures and Operations guide
- Maintain JSP database including class assignments for following year
- Problem solving all issues regarding JSP

Teaching (classes tbd):

- Likely: Sea Sanders, Recreation
- Develop lesson plans to achieve curriculum objectives for classes that you lead
- Teach classes and sub for staff when needed

Supervision:

- Instructor orientation/ and training with staff prior to Program starting. (develop & conduct minimum one day program)
- Conduct daily meetings with sailing staff regarding lesson plans and general plans for the day.
- Hire and support sailing program staff
- Help create, implement and adhere to employee policy booklet
- Create and implement staff orientation and training, working with general manager and Junior Sailing Program Chair.
- Create daily check list for sailing staff
- Supervise sailing staff, establish expectations, and conduct performance reviews
- Mentor and develop teaching skills in sailing staff
- Review staff's lesson plans and ensure adherence to curricula
- Ensure that sailing staff attains/maintains appropriate US Sailing certification (training, CPR, first aid)

Other Duties, Club Operations:

- Teamwork w/ other Club staff
- Pre-season safety walk-through of facilities (w/ written report and follow-up)
- Promote & support the overall image of the Club, Officers, Trustees, staff & programs.

Requirements:

A candidate must have a thorough knowledge of small boat sailing skills, especially seamanship and sportsmanship. He or she should be a minimum of 20 years old, with experience and interest in working with children in a safe and caring environment to develop a lifelong interest in sailing. An applicant must be a self-starter as this is a flexible program and instructor input is essential.

US Sailing Certification (Level 1 required, Keel Boat Instructor and Instructor Trainer preferred), 4 years teaching experience, US Coast Guard Limited Master's License, and current CPR & First Aid Certificates are required.

Time Expectations:

Program Director is expected to work full-time Monday through Friday for 11 weeks in season (Mid-June to Late August). Plus approximately 120 to 200 hours off-season for hiring, planning and scheduling meetings. In addition, several pre- and post- season week-ends for program set-up and break down.

*** See <http://www.biddefordpool.org/bpyc> for Yacht Club information***