

## POSITION DESCRIPTION

### SHEBOYGAN YOUTH SAILING CLUB, INC. (SYSC)

Position Title: Sailing Instructor

Reports to: Lead Sailing Instructor

Date Prepared: 1/07

#### BASIC FUNCTION

The Sailing Instructor, under the supervision of the Lead Sailing Instructor and in cooperation with the entire SYSC Board, is responsible for the safe operation of all equipment and execution the day-to-day instruction.

#### SPECIFIC RESPONSIBILITIES

- Responsible for the safety and well being of the students.
- Prepare all equipment and review lesson plans for the day 20 minutes prior to the student arrival time.
- Supervise and discipline students. Provide an environment conducive to learning and mutual respect. Be the role model.
- Teach elements of sailing on land and on the water as outlined in the curriculum for each class level. The teaching methods include short lectures, chalk talks, demonstrations, drills and games.
- Provide "Rainy Day" and fill-in activities as necessary.
- Assist in any short term repairs necessary to keep boats safe and operational during the class period. Report major repairs required to the Lead Instructor..
- Assist in cleaning docks, buildings, bathrooms, storage yard and launch areas as necessary.
- Follow established policies, maintain discipline, ensure safety procedures are followed and overall use good judgment.

#### EXPERIENCE AND SKILLS REQUIRED

- US Sailing Level 1 certification
- Proven sailing ability and knowledge.
- Proven ability to operate a motorized boat in a safe manner including fueling and mooring of each vessel.
- Red Cross Standard First Aid and CPR Certification.
- Ability to safely operate an Optimist dinghy.
- Ability to pull an 80 lb. child into a boat, swim 50 yards in clothing, operate a power and sail boat in adverse wind and sea conditions.

#### RELATIONSHIPS AND CONTACTS

Supervisory Relationships:

- Reports to the Lead Sailing Instructor

#### REVIEW AND APPROVAL

Prepared by: Tom Wright

Date  
1/07