

POSITION DESCRIPTION
SHEBOYGAN YOUTH SAILING CLUB, INC. (SYSC)

Position Title: Lead Sailing Instructor

Reports to: Board President or Designee

Date Prepared: 1/07

BASIC FUNCTION

The Lead Sailing Instructor, under the supervision of the SYSC Board President and in cooperation with the entire SYSC Board, is responsible for the implementation of the program curriculum and the day-to-day instruction. The Lead Sailing Instructor will supervise all Sailing Instructors and student of the Sheboygan Youth Sailing Club, Inc.

SPECIFIC RESPONSIBILITIES

- Responsible for the safety and well being of the students and Sailing Instructors.
- Meet with the Board President or designee and Sailing Instructors to enhance and execute the “New Instructor Training” prior to the beginning of the summer session.
- Prepare daily lesson plans one week in advance.
- Prepare all equipment and review lesson plans for the day 20 minutes prior to the student arrival time.
- Supervise and discipline students per the written guidelines.
- 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.
- Complete all daily lesson plans and daily reports. (Including but limited to: student skill testing, evaluation, discipline, injuries, and hours worked.)
- Meet with the Board at the end of the summer to evaluate the program.
- Provide “Rainy Day” and fill-in activities as necessary.
- Inventory, maintain and inspect all program equipment on a daily basis.
- Responsible for any short term repairs necessary to keep boats safe and operational during the class period. Report major repairs required to the Board President or designee..
- Ensure docks, buildings, bathrooms, storage yard and launch areas are clean as necessary.
- Lock up all boats, building and windows at the end of each class period.
- Follow established policies, maintain discipline, ensure safety procedures are followed and overall use good judgment.

EXPERIENCE AND SKILLS REQUIRED

- US Sailing Level 1 certification.
- Minimum two (2) years teaching sailing in a program following US Sailing curriculum.
- Proven sailing ability and knowledge.
- Experience working with children ages 8 to 15 years.
- 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 SYSC Board President or Designee
- Supervises all Sailing Instructors

REVIEW AND APPROVAL

Prepared by: Tom Wright

Date
1/07