

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

Position Title: Sailing Instructor – In Training

Reports to: Lead Sailing Instructor

Date Prepared: 1/07

BASIC FUNCTION

The Sailing Instructor – In Training, under the supervision of the Lead Sailing Instructor and Sailing Instructor is a position designed as an apprentice and learning role. The Sailing Instructor – In Training will follow the instructions of all Instructors as he / she learns the role of Sailing Instructor.

SPECIFIC RESPONSIBILITIES

- Observe the Sailing Instructors as they perform their number 1 responsibility of Student safety.
- Assist in the preparation of all equipment and review lesson plans for the day 20 minutes prior to the student arrival time.
- Observe the teaching methods 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.
- Assist in the design of “raining say” 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.
- Assist in the locking up of 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

- 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