



## **Lake Champlain Yacht Club 2018 Head Sailing Instructor Job Description**

The Head Instructor at LCYC is responsible for directing the Junior Sailing program held at Lake Champlain Yacht Club in June, July, and August. The LCYC Junior Sailing program has ten Optimist prams and six Flying Junior dinghies that it uses to teach its participant all level of sailing and seamanship skills. The program is run by a Head Sailing Instructor who will have three or four Instructors, Junior Instructors and Instructors-in-Training working for them throughout the season. Participant's skill levels range from students who have never stepped into a boat before to racers who have the ability to compete in junior and high school sailing regattas.

The program will teach students all aspects of sailing and seamanship during classroom sessions and on the water. Instructors will also coordinate activities for participants to do when the weather does not permit sailing activities to take place.

Safety is the first priority of all LCYC instructors. Instructors are responsible to ensure that the curriculum is carried out in the safest possible manner, in compliance with the safety rules, and to proactively address any safety concerns with the instruction staff and/or program Director

Fun is the second priority of the junior program staff. Each student should go home with a strong desire to return the next morning, the next week, and the next summer. Participants should have fun on the water, and should have fun when conditions do not allow for them to be on the water.

The third priority for the staff is to instill a lifelong passion for sailing in the participants. Throughout the summer, the instruction staff will have an opportunity to introduce the students to dinghy sailing, big boat sailing, racing, and cruising

The final priority is to reinforce a message of conservation and stewardship of Lake Champlain. Through leading by example and enforcing the LCYC policies related to recycling and conservation of resources, the head instructor shall establish the standards for the Junior Sailing staff to follow.

It is expected that the Head Instructor will at all times conduct themselves in a polite and respectful manner when dealing with program participants, their parents, club members, officers and staff, as well as other persons that they may come in contact with in the performance of their duties. They will refrain from engaging in conduct that is not in the best interests of LCYC and which is contrary to the moral standards of the club. General rules for all instructors include:

### Qualifications:

- 18 years old by June 1, 2018
- Current U.S. Sailing Small Boat Level 1 Instructor training
  - a. Level 2 or Level 3 Head Instructor preferred
- Current Red Cross CPR and First Aid certifications
- Completion of the Boat Vermont powerboat education course (powerboat operators license)
- 4 years of sailing experience
- 1-2 years of coaching, counseling, or mentoring experience
- 1-2 years of sailing program supervision preferred

The season commences on June 18<sup>th</sup> and completes on August 10<sup>th</sup>, 2018. Normal work hours are from 8:30 a.m. to 4:15 p.m. Monday through Friday, with a ½ hour break for lunch. Class hours are 9-12 and 1-4. Occasional evening work will be required for LCYC junior program evening functions, such as the kickoff party and the boat tour & tag sale. The Head Instructor will be expected to help plan and participate in the pre-season emergency planning session and the club orientation session for the instruction staff. Pre-season planning of the curriculum will be required as well.

## Job Duties

- Act as the daily primary point of contact for junior sailors and their parents/guardians to communicate daily schedules, events or help resolve any conflicts. These can include but are not limited to:
  - scheduling issues or changing registrations
  - altercations/disagreements between participants in the program
  - any discipline issues that arise with a junior sailor
  - reporting any incident that required first aid or suspected injuries to include any impact or injuries to a junior sailor's head
- Planning the curriculum that will be taught for the season and establishing weekly lesson plans
- Working with the instructors to implement lesson plans and teach classes in the classroom and on the water
- Supervising Instructors, Junior Instructors, Instructors-in-Training and class participants. This includes documenting and providing performance feedback or instructor evaluations
- Assume the lead role in organizing the program participants into classes and activity groups to include coordination of instructor coverage for Thursday evening race clinics on non-regatta weeks.
- Coordinate the planning activities for regattas on the racing weeks:
  - Assignment of racing instructors to travel
  - Organization of boats, racing sails and trailers for travel
  - Any communication with host club instructor staffs for scheduling and execution of regattas
- Managing the program motorboats to provide support for the Junior Sailing sailboats
- Managing on-the-water activities on a daily basis.
- Coordinating instructor coverage during lunch and after class to ensure no sailors are left at the club unattended
- Planning 'rainy day events,' some sailing, some simply fun activities to keep the participants learning and engaged when they cannot be on the water.
- Coordination of response in emergency situations including notification of the Junior Sailing Director and Commodore. This includes any incident requiring that first aid be administered to a junior sailor while at LCYC or on the water in a LCYC boat
- Coordinating rotating coverage during lunch periods and after class periods to make sure that participants are not left unattended
- Coaching/mentoring the instructors and junior instructors to improve their instructional techniques and their sailing abilities
- Updating the Jr. Sailing Director on a weekly basis about the status of the current session and plans for the upcoming week
- Arranging a pre-season instructor's workday to prepare the boats for the season, and a post-season instructor's workday to repair any damage that occurred during the year.
- Attending a pre-season instructors and stewards safety preparedness workday.
- Inspect the sailboats and motorboats for damage on a regular basis. Make minor repairs to the boats as directed by the Jr. Sailing Director or LCYC officer.
- Ensure the docks, clubhouse, and Butler building are orderly and ship-shape at the end of each sailing day.