



## **Lake Champlain Yacht Club 2016 Sailing Instructor Job Description**

Sailing Instructors supervise the Junior Instructors, Instructors-in-Training, and participants in the LCYC Junior Sailing program under the direction of the Head Instructor. Instructors will teach students all aspects of sailing and seamanship during classroom sessions and on the water. Instructors will also coordinate fun 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

It is expected that the 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 13, 2016
- Completion of U.S. Sailing Small Boat Level 1 Instructor training
- Current Red Cross CPR and First Aid certifications completed
- 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 preferred

The season commences on June 20<sup>th</sup> and terminates on August 12<sup>th</sup>, 2016. 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. Instructors are required to participate in the pre-season emergency planning session and the club orientation session.

### Job Duties

- Working with the Head Instructor to plan and implement lesson plans and teach classes in the classroom and on the water
- Supervising class participants, Junior Instructors, and Instructors-in-Training
- Plan activities for regattas on the racing weeks
- Operate the program motorboats to provide support for the Junior Sailing sailboats
- Direct on-the-water activities on a daily basis
- Running 'rainy day events,' some sailing, some simply fun activities to keep the participants learning and engaged when they cannot be on the water
- Following the emergency response plan in emergency situations including notification of the Head Instructor, Junior Sailing Director and Commodore
- Provide rotating coverage during lunch periods and after class periods to make sure that participants are not left unattended
- Participating in 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 Head Instructor or LCYC officer
- Ensure the docks, clubhouse, and Butler building are orderly and ship-shape at the end of each sailing day