



## Lake Champlain Yacht Club 2021 Junior Instructor Job Description

Junior Instructors (JI) help to supervise the participants in the LCYC Junior Sailing program under the direction of the Head Instructor and the instruction staff. Junior Instructors will teach students all aspects of sailing and seamanship during classroom sessions and on the water. Junior 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. The Junior Instructor is 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 program head instructor or the program Director. **Except in emergencies, JI's shall never be left alone with junior sailors without an adult instructor or LCYC member present.**

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.

New in 2018, the Junior Sailing program shall facilitate an awareness of and participation in LCYC recycling and conservation of resource practices in an effort to teach the junior sailors about stewardship of the Lake Champlain watershed.

It is expected that the Junior 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 Junior Instructors include:

### Qualifications:

- 16 years old by June 1, 2021
- Completion of U.S. Sailing Small Instruction Level 1 **preferred**
- Current Red Cross CPR and First Aid certifications
- 4 years of sailing experience
- 1-2 years of coaching, counseling, or mentoring experience **preferred**

The season commences on June 16<sup>th</sup> and completes on August 6<sup>th</sup>, 2021. 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 Sailing program evening functions, such as the kickoff party and the boat tour & tag sale. Junior Instructors are required to participate in the pre-season emergency planning session and the club orientation session.

### Job Duties

- Supporting staff instructors to implement lesson plans and teach classes in the classroom and on the water
- Supervising class participants
- 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
- Participating in 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 Sharpie building are orderly and ship-shape at the end of each sailing day