



## Lead Sailing Instructor Job Description

The Seattle Yacht Club Sailing School is a premier sailing program that serves hundreds of young sailors each summer. Our program mission is to promote sailing through safety, fun, and learning. Each summer, we hire an instructor staff and volunteer team with a passion for sailing and teaching youth. The program launches from Seattle Yacht Club, and most of the sailing will take place on Portage Bay. Classes are Monday through Friday, 9 am to 4 pm, on the club's dinghy fleet that includes Vanguard 15s, RS Fevas, Optimists, and Lasers. Four classes divided by participant age and size run simultaneously each week. Full program details can be found at <http://www.seattleyachtclub.org/summer-sailing-school>.

Lead Sailing Instructors are responsible for teaching sailing to youth through quality instruction and managing a small group of Instructor staff and volunteers. Each week, Lead Instructors create course plans and do ongoing risk assessments for one of the four classes that may have up to 26 sailors. Many youth participants who come through our program have little or no sailing experience, yet some are quite competent sailors. Lead Instructors are expected to adapt the program to meet a range of participants needs, both on and off the water. Lead Instructors either operate coach boats while teaching or sail in a boat with our youngest sailors, depending on which class they are leading.

Lead Sailing Instructors must have been an instructor for 2 years and able to work 8 to 9 weeks during the summer program. Hours are 8:30 am to 4:30 pm Monday through Friday. Orientation in mid-June is mandatory.

### Responsibilities

- Collaborate with other Lead Instructors for class planning.
- Ensure Sailing Instructors and Junior Instructors are prepared and have resources to assist with program teaching and implementation.
- Implement class programming for youth classes of up to 26 participants on and off the water.
- Ensure Instructors and Junior Instructors have resources and are prepared to facilitate sailing instruction for beginning and intermediate youth sailors.
- Be forefront of fostering inclusive environment where youth, volunteers, and staff are physically and emotionally safe.
- Act as liaison between Sailing Office and Instructors and Junior Instructors, such as communicate directions from Sailing Office to Instructors or report late arrivals/early departures to Sailing Office.
- Set example to participants and fellow instructors by being mature and proactive. This means helping with any job that keeps the program running smoothly, including tidying work area or picking up trash.
- Ensure classes run in timely manner.
- Mentor new Instructors and Junior Instructors on how to teach sailing, how to work with kids, and how Seattle Yacht Club's program runs.
- Greet and communicate face-to-face with parents during participant check-in and checkout.
- Monitor weather and conditions in location class will be sailing.
- Flexible to teach and lead several types of classes.
- Manage equipment inspections and fix or report damages to Sailing Office.
- Keep detailed and accurate attendance sheets and conduct frequent head counts each day.

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- Responsibly communicate to Instructors and Sailing Office through VHF radio.

## Qualifications

- Hold current US Sailing Instructor Level 1, which includes current CPR/First Aid, and WA State Boater, SafeSport, and Coaching Fundamentals certifications.
- Have worked as an instructor for 2 years and demonstrates all responsibilities excellently
- Minimum of two summers' experience instructing new youth sailors.
- Committed to teaching sailing through a framework of safety, fun, and learning.
- Experience or interest in leading others.
- Attention to detail and highly organized.
- **Prefer to work at least 8 to 9 weeks during the summer program, June – August.**
- We will still consider Leads unable to work for 8 or 9 weeks.
- Ability to lift 50 lbs.
- Position subject to applicant's ability to pass a background check.