



P.O. Box 2122
Bay City, MI 48707
(989) 922-SAIL
www.sbcsa.org

Job Description – Sailing Program Manager

Job Requirements

To successfully carry out their duties, the Sailing Program Manager will meet the following requirements and qualifications by the start of our lesson season:

- Be at least 18 years old;
- Have an up-to-date US Sailing Small Boat I Instructor certification*;
- Have up-to-date Adult First Aid and CPR certifications*;
- Have successfully completed a Michigan Boating Safety course*;
- Able to swim 50 yards both with and without a life jacket;
- Be capable of lifting and carrying 50 pounds;
- Be an experienced sailor, preferably with some small boat sailing experience;
- Be able to independently rig, launch, and retrieve small sailboats;
- Be physically able to right a capsized sailboat;
- Be experienced with independently starting, operating, and maintaining a small outboard powered boat;
- Have exceptional organizational skills, communication skills, and supervisory skills; and
- Have the ability to perform routine sailboat and outboard motor maintenance.

*Reimbursement available, contact the Executive Director for more information.

Duties

Sailing Programs

The Sailing Program Manager will manage the sailing programs by:

- Participate in hiring decisions for instructor(s) and assistant(s);
- Supervising and training the instructors and assistants regarding the SBCSA policies and procedures and the duties of the Sailing Instructor and Sailing Assistant;
- Assist with developing, publishing, and promoting the lesson schedule;
- Developing lesson plans as needed; and
- Teaching or assisting classes when necessary.

Maintenance

The Sailing Program Manager, working with the Maintenance and Facilities Committee chair, is responsible for keeping the SBCSA's equipment and facilities in good, safe operating condition by:

- Identifying items needing maintenance;
- Performing routine maintenance as items are identified; and
- Scheduling and coordinating maintenance of the SBCSA equipment and facilities with volunteers and vendors as necessary.

Promotion

The Sailing Program Manager will market the SBCSA by:

- Promoting the SBCSA, its sailing programs, and its special events through standard media outlets, the internet, and social media; and
- Giving presentations to local civic groups and other organizations.

Other Tasks

- Perform other tasks within your level of proficiency as requested by the Executive Director or a member of the Board of Directors.