



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

Job Description – Sailing Assistant

Job Requirements

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

- Be at least 14 years old;
- 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; and
- Be experienced with independently starting, operating, and maintaining a small outboard powered boat.

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

Duties

The duties of the Sailing Assistant include the following:

- Assist the Sailing Instructor in the performance of their duties;
- Be familiar with all of the equipment used by the SBCSA;
- Arrive fifteen minutes before the lesson start time to help prepare the equipment and plan to stay after the lesson to make sure all equipment is properly stowed;
- Help teach knots and boat rigging to the students;
- Assist in the launching and retrieval of the boats;
- Assist with the coaching of students during the on-water drills;
- Drop and retrieve sailing buoys;
- Organize dock boxes, boats, and equipment;
- Clean and repair boats and equipment as needed or notify the Instructor, Program Manager or Executive Director; and
- Perform other tasks within your level of proficiency as requested by the Sailing Instructor, Program Manager, Executive Director, or a member of the Board of Directors.