



P.O. Box 2122
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www.sbcsa.org

Job Description – Sailing Instructor

Job Requirements

To successfully carry out their duties, the Sailing Instructor 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; 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 Instructor include the following:

- Conduct each lesson in a professional manner using the SBCSA lesson plans;
- Keep a copy of the student contact information with you in case you need to contact the students about class cancellations;
- Arrive ½ hour before initial lesson start on each day and stay until ½ hour past the last lesson end time of each day. Make sure that all of the children have an adult to pick them up or other pre-established arrangement is made for each child after each lesson. Do not leave until all students have been picked up;
- Prior to the lessons prepare equipment and lesson plans as needed for each lesson;
- Be observant of the wind and weather and cancel or postpone the lesson if necessary. Re-schedule a make-up lesson when possible;
- Be cognizant of other boat traffic in the area so that no one is put in harm's way;
- Conclude each lesson on time;
- Do the required bookwork daily;

- Make sure the required first aid equipment is always in its proper location;
- Supervise any subordinates who assist with any of the lessons;
- Restore equipment to its proper location and check for any damage to any of the items;
- Advise the Program Manager, Executive Director or the board President (and all other instructors) of any damage to any equipment which makes the equipment unsafe to operate;
- Make sure all the boats are covered and secured properly and are bailed out as needed;
- Fill out any accident paperwork ASAP after notifying needed personnel (ambulance, etc.) and contact parent ASAP, the Executive Director, and the Board President;
- Advise the parent of any issues that arise and what will be the remedy if problems continue. Include the child at the time of speaking with the parent - never be confrontational with the parent, just informative;
- Make sure the locks are secured on any equipment or gate; and
- Perform other tasks within your level of proficiency as requested by the Program Manager, Executive Director, or a member of the Board of Directors.