

SAILING INSTRUCTOR – JOB DESCRIPTION
DEPARTMENT OF RECREATION
TOWN OF MASHPEE, MASSACHUSETTS

SUMMARY

Responsible for teaching students the basics of boat handling, seamanship, safety and building friendships. The program strives to develop competence and confidence in our sailors in a safe and fun learning atmosphere.

SUPERVISION

Supervision Received: Assistant Recreation Director/Recreation Director

Supervision Given: None

JOB ENVIRONMENT

Performs work in an outdoor setting at the waterfront location where lessons are held. Exposure to extended periods of direct sunlight and/or cool and damp weather is possible.

ESSENTIAL FUNCTIONS

[The general duties and essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]

1. Instruct class participants in the sport of sailing, according to their class and individual level (levels 1-4). Participant age range is from eight to adult.
2. Help prepare sailing equipment and supplies daily for participants.
3. Lead participant lessons and provide supervised activities. Establish and communicate expected conduct to ensure a safe learning environment.
4. Ability to run a safety boat for class if needed.
5. Ensure the proper handling of first aid and emergency situations.
6. Ensure that the boat is put away properly after daily lessons.
7. Report all damages or issues with boat to Assistant Recreation Director or Recreation Director.

ADDITIONAL JOB FUNCTIONS

1. Ability to perform minor boat and sail maintenance.

2. Communicate with class participants and parents as needed. Responsible for notifying students and parents of any changes in class times, postponement due to weather conditions and make-up dates.
3. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

ERRORS AND OMISSIONS

Errors could result in the significant delay or loss of service; physical and/or mental injury, have legal ramifications and create monetary loss.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Applicants for this position must have graduated from an accredited high school and be a minimum of age 18 (eighteen). US Sailing certification or equivalent and experience in sailing recommended.

Knowledge, Skills and Abilities:

Knowledge: Instructor should have knowledge of fundamental principles of safe, confident day sailing in light to moderate winds. Be able to teach boat handling and sailing theory to children and adults who are beginners to intermediate.

Skill: Must have a passion for sailing, the environment and working with sailing students (children and adults). Must possess strong problem solving skills and an ability to adapt to changing program needs depending on weather, number of students, etc.

Ability: Ability to teach sailing to youth ages 8 and up, ability to set up an instructional program, order, and repair equipment, ability to work with children outdoors as well as the ability to relate to one's peer group, ability to accept guidance and supervision, along with good character, integrity, and adaptability; enthusiasm, sense of humor, patience, and self-control.

Physical Requirements: While performing the functions of this job, the employee is required to stand and/or walk for extended periods; is required to talk and listen; uses hands to handle, or feel objects, reaches with hands and arms, kneels and bends to pick up recreational objects, specific vision abilities required include close, color and distance vision, peripheral and depth perception and the ability to adjust focus, etc. In addition, the employee must be able to perform duties in a boat and should have good balance.

Special Requirements: Must successfully pass a C.O.R.I. background check and provide proof of eligibility to work in the United States. Possession of valid driver's license.

Adopted: March 2017

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