



Monterey Peninsula Yacht Club
Summer Sailing Camp
Lead Sailing Instructor
Summer 2016

Overview of the Position

- The Lead Sailing Instructor, under the supervision of the Program Director and Committee, leads instruction and activities for the Monterey Peninsula Yacht Club's Summer Sailing Camp for beginner-advanced beginner level sailing students, ages 8-17. Under the supervision of the Program Director, the Lead Instructor is responsible for customer service, public relations, staff/instructor development, class and activity scheduling, and teaching sailing classes. Other responsibilities include monitoring and maintaining program equipment; program set-up at the beginning of the season and clean-up at the end of season; assisting with inventory; and ensuring that all Monterey Peninsula Yacht Club Summer Sailing Camps meet the highest health and safety standards.

Qualifications

- Must be at least 21 years old and have current CPR and First Aid certification.
- Sailing Instructor certification and coaching experience required.
- At least 1 year of sailing instruction required. Lead Instructor experience preferred.
- Must attend MPYC Instructor Orientation Training scheduled prior to the start of camp.
 - Grade point average of 3.0 or higher is preferred, as is participation in extracurricular activities

Expectations

- Be a positive role model for the students, instructors, and volunteers. Encourage the highest level of sportsmanship and behavior.
- Generate enthusiasm and commitment to learning, while adhering to MPYC's program goals and objectives, as directed by Program Director and Committee.

Primary Responsibilities/Duties

- The Lead Instructor reports directly to the Program Director, and acts as a mentor and coach to maintain sailing staff morale and discipline. Works with Program Director to evaluate the personal aptitudes and effectiveness of the sailing staff consistent with the standards of American Sailing Association Teaching and Coaching Fundamentals.
- Monitor instructors and students in all landside and on-the-water aspects of the conduct of their classes to ensure the quality and safety of operations. This includes assisting students with the preparation and

launching of their sailboats, reviewing and ensuring that rigging is done correctly, and that the boats are in safe, working condition. Ensure that swim checks are done properly and the buddy system is in use.

- **Follow the course curriculum as designed.** Develop daily lesson plans. Meet with instructors and volunteers at the end of each day to discuss pertinent issues and plan for the next day. Meet with the Program Director once each week to review program.
- Enter accidents/illness, both minor and serious, in the daily Incident Report and report them to parent/guardian. Contact support staff as necessary in serious situations.
- Enforce all MPYC policies and rules, state and local boating safety laws, and environmental regulations, as applicable. Ensure proper usage and clean-up of the facility, equipment, and docks.
- Ensure that chase boats are prepared for the day (including gas, radios, etc.) and have the necessary safety equipment before going out on the water. At the end of each day, ensure that all boats, both safety and sail, are properly secured and put away. This includes removing extraneous equipment (including trash) and returning radios to charging stations.
- Report any problems with the condition of any boat (safety or sail) to the Program Director, and log them in the Maintenance Log. Supervise Instructors in making minor repairs as needed (replacing frayed lines, broken shackles or cleats, and ring dings, etc.). Repairs or maintenance of a more serious nature (hull damage, ripped sails, etc.) will be coordinated by the Program Director.
- Assure quality merit badge instruction for BSA Scouts as needed. Keep merit badge records and other training records, and turn in to the Program Director on a weekly basis.
- Assist Committee, and Program Director in organizing and attending end of season 'Fun Sail' and Sailing Awards Night. Participate in making trophy nominations, assist in presentation of trophies and awards, and help with setup and cleanup as needed.
- Other duties as assigned by the Program Director.

Pay: \$12.00- \$17.50 per hour, depending on experience and performance.
Maximum 37.5 hours per week May -August 2017

Application procedures : Please email resume and cover letter with two letters of recommendation to Sharron Frey at summersailing@mpyc.org. You may also mail to Monterey Peninsula Yacht Club, Wharf II, Monterey, or CA, 93940, or deliver to Junior Advisor box at MPYC. Send all to ATTN: S. Frey

All application information must be received prior to February 28, 2017