

MPYC Summer Sailing Camp Intern Job Description

JOB TITLE: MPYC Summer Sailing Camp Intern (volunteer)
EXEMPT: Nonexempt
REPORTS TO: Summer Sailing Camp Senior Instructor; Lead Instructor

SUMMARY: The Summer Sailing Volunteer Instructor Internship position is intended to provide beginning experience for young persons interested in eventually becoming youth sailing instructors. Interns work closely with MPYC's Summer Sailing Camp Instructors and Program Manager on a daily basis. Interns must be positive role models for the students, encourage the highest level of sportsmanship and behavior, and generate enthusiasm and commitment to learning, while adhering to MPYC's program goals and objectives.

- Intern Sailing Instructors (Volunteer), under the direct supervision of a Senior Instructor and guidance from the Lead Instructor, are responsible for assisting with beginner-advanced beginner level sailing classes for students, ages 8-17. Other responsibilities include assisting Instructors in conducting all landside and on-the-water classes; preparation, rigging and launching of sailboats; and ensuring that the boats are in a safe, working condition. The Intern reports directly to the assigned Senior Instructor and is under the jurisdiction of the MPYC Summer Sailing Camp Lead Instructor, Program Manager, Program Director, the Junior Activities Committee, and the Board of Directors.
- Other responsibilities include assisting with: maintenance of program equipment, including MPYC owned Bics, Optis, and FJs; program set-up at the beginning of the season, and clean-up at the end of season.

EXPECTATIONS:

- Be a positive role model for the students, instructors, and interns. Encourage the highest levels of sportsmanship and behavior.
- Generate enthusiasm and commitment to learning, while adhering to MPYC's program goals and objectives, as established by Program Director and Committee.
- Demonstrate a high degree of maturity and sense of responsibility for the program.

WORK SCHEDULE: On a daily basis, during Summer Camp scheduled hours of 8:30 A.M.-4:30 P.M., the Summer Sailing Camp Lead Instructor must be on-site to implement program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interns, under the supervision of a Senior Instructor, work directly with small, skills-based group of 5-10 young sailors to teach basic sailing skills in accordance with MPYC Summer Sailing Program Curriculum. Activities may include (and are not limited to): basic sailing, boat handling, launching and docking, knot tying, basic boat maintenance, sportsmanship, and rigging/de-rigging boats.
 - Assist with daily on-the-water practice sessions and practice safe use of boats (both sail and motor) according to MPYC policies.
 - Communicate effectively with students, Sailing Camp staff, and Summer Sailing Camp Leadership; listen to and incorporate, as appropriate, ideas and suggestions from members of the Leadership Team.
 - Accept direction and obtain approval from Leadership Team, while taking initiative to offer ideas to develop and implement a successful sailing program.
 - Under the direction of the Senior and Lead Instructor, maintain boats and areas used by sailing staff and program sailors. Complete routine maintenance on Bics, Optis, and

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Lasers (missing clips, pins, etc.); promptly report all damages or needed boat repair to the Senior Instructor; assist with boat, dock, and facilities cleaning.

- Assist the Senior Instructor to monitor students in all landside and on-the-water aspects of their classes to ensure the quality and safety of operations. This includes assisting students with the preparation, launching, and handling of their sailboats, reviewing and ensuring that rigging is done correctly, and that the boats are in safe, working condition.
 - Assist Lead Instructor 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.
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- *Communication and parent contact*
 - Communicate effectively with students, parents, and staff alike, regarding program expectations, activities, and events.
 - Maintain professional appearance and demeanor at all times, and ensure that all instructional staff do the same
 - *Safety (with the assistance of the Senior Instructor, Program Manager and Lead Instructor)*
 - Report all accidents/illness, both minor and serious, to Senior Instructor, Lead Instructor, and/or Program Manager. Incidents will be entered in the daily Incident Report. Contact support staff as necessary in serious situations.
 - Maintain radio contact with Lead Instructor and with all safety boats in your class/group; ensure appropriate radio protocol is maintained at all times
 - Monitor weather and assess safety conditions
 - Inform Senior Instructor and/or Lead Instructor of any repairs or maintenance that require professional attention
 - Monitor daily activities to ensure highest safety standards are followed at all times
 - *Curriculum and Instruction*
 - Follow the course curriculum as designed. Attend staff meeting with Instructors and Interns at the end of each day to discuss pertinent issues and plan for the next day.
 - Refer discipline issues to Senior Instructor
 - Assist in developing activities when conditions do not permit on-the-water lessons
 - Refer to Summer Sailing Camp Manual for curriculum guidance
 - *Equipment and Maintenance*
 - Work with Senior Instructor to 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 Senior Instructor, who will log them in the Maintenance Log. Under Leadership Team direction, make 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.

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- 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.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- 14 years of age or older
- Have extensive sailing experience, a positive, flexible, and enthusiastic attitude, enjoy working with school-age children, and be interested in eventually becoming a certified sailing instructor.
- Extensive experience in school, private, or city Rec Department organized sports; clubs and organizations such as Scouting, debate club, etc.; volunteer experience including hospital or hospice, Big Sur Marathon, etc.; babysitting or childcare; tutoring; paid work experience; and other activities should be included on the Intern's resume.
- Must attend instructor certification training and be first-aid certified if offered.
- Must attend MPYC Instructor Orientation Training scheduled prior to the start of camp.
- Must have appropriate work permits signed and issued by the individual's high school prior to the start of employment if appropriate
- Grade point average of 3.0 or higher is preferred, as is participation in extracurricular activities
- Strong sailing resume

WORKING CONDITIONS: Working conditions described here are representative of those that must be met by an employee to successfully perform essential functions. Variations in conditions may occur under certain circumstances.

SIGNATURE OF APPROVAL:

Summer Sailing Camp Program Director: _____

Date: _____

ACKNOWLEDGEMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Club to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee: _____

Date: _____