

## MPYC Summer Sailing Camp Lead Instructor Job Description

**JOB TITLE:** MPYC Summer Sailing Camp Lead Instructor  
**EXEMPT:** Nonexempt  
**REPORTS TO:** Summer Sailing Camp Program Manager

- **SUMMARY:** The Summer Sailing Camp Lead Instructor is responsible for planning and executing daily instruction and activities for the Monterey Peninsula Yacht Club's Summer Sailing Camp for beginner-advanced beginner level sailing students, ages 8-17. The Lead Instructor coordinates class and activity planning, scheduling, and teaching of sailing classes. The Lead Instructor also works with Program Manager and Director to evaluate the personal aptitudes and effectiveness of the sailing staff, consistent with the standards of American Sailing Association Teaching and Coaching Fundamentals.
  - 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. The Lead Instructor reports to directly to the Summer Sailing Camp Program Manager and is under the jurisdiction of the MPYC Summer Sailing Camp Program Director, the Junior Activities Committee, and the Board of Directors.
- **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, and supervise campers and camp staff.
- **ESSENTIAL DUTIES AND RESPONSIBILITIES:**
  - 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.
  - After certification from Program Director, operate safety boats strictly in accordance with ASA guidelines, MPYC Summer Sailing Camp policies, and Club rules.
  - Supervise Senior and Staff Instructors' use of safety boats.
  - Supervise and/or teach daily on-the-water practice sessions and practice safe use of boats (both sail and motor) according to MPYC policies.
  - Monitor daily schedule to ensure that the timeline is followed, i.e. 40 minute lunch, prompt start and dismissal, lesson timing, etc.
  - 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.
  - *Paperwork and record-keeping*
    - Maintain attendance and lesson records

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- Sign and present weekly attendance certificates
- Inform Program Manager when handout box needs more copies of weekly worksheets, flyers, etc.
- *Communication and parent contact*
  - Meet with Program Manager and/or parents to answer program questions and concerns as needed
  - Contact parents in cases of emergency if Program Manager is unavailable
  - Communicate with MPYC management and Club members as needed
  - 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
  - Meet weekly with the Program Director, Program Manager, and Senior Instructors to problem-solve and plan
- *Safety (with the assistance of the Program Manager)*
  - Maintain radio contact with all safety boats; ensure appropriate radio protocol is maintained at all times
  - Monitor weather and assess safety conditions
  - With the assistance of Program Manager, 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.
  - Inform Program Director 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. Develop daily lesson plans.
  - Assign daily duties and breaks in equitable rotation, i.e. lunch duty, morning duty, breaks, etc.
  - Conduct staff meeting with instructors and volunteers at the end of each day to discuss pertinent issues and plan for the next day. Meet with the Program Manager, Director, and Senior Instructors once each week to review program.
  - Monitor Camper's individual performance and achievement. Move Campers between skill level groups as needed throughout each week, based on direct observation and recommendations from Senior Instructors.
  - Model best practices lesson preparation and presentation
  - Coach and assist instructors in effective group management strategies
  - Assist instructors in dealing with discipline issues
  - Assist instructors in developing activities when conditions do not permit on-the-water lessons
  - Assist Program Manager to observe and document Instructor's lessons and student interactions
  - Monitor 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.
  - Refer to Summer Sailing Camp Manual for curriculum guidance
- *Equipment and Maintenance*
  - Ensure that safety boats are prepared for the day (including gas, radios, etc.) and have the necessary safety equipment before going out on the water. Turn in all fuel and other receipts as directed. At the end of each day, ensure that all boats, both safety and sail, are

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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.
- 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/or EXPERIENCE:**

- 21 years of age or older
- Current ASA or US Sailing Small Boat Instructor certification
- Current CPR, First Aid, and AED certification
- At least 1 year of sailing instruction as Senior Instructor 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
- Ability to obtain criminal record clearance check
- 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:** \_\_\_\_\_