

MPYC Summer Sailing Camp Staff Instructor Job Description

JOB TITLE: MPYC Summer Sailing Camp Staff Instructor
EXEMPT: Nonexempt
REPORTS TO: Summer Sailing Camp Senior Instructor; Lead Instructor

SUMMARY: Staff Sailing Instructors, under the direct supervision of a Senior Instructor, and guidance from the Lead Instructor and Program Manager, teach beginning-advanced beginning level sailing classes to students, ages 8-17. 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; and ongoing inventory, and ensuring that all Monterey Peninsula Yacht Club Summer Sailing Camps meet the highest health and safety standards. Staff Instructors report directly to their assigned Senior Instructor and are under the jurisdiction of the MPYC Summer Sailing Camp Lead Instructor, Program Manager, Program Director, the Junior Activities Committee, and the Board of Directors.

- Staff Instructors, under the supervision of their Senior Instructor, work directly with small, skills-based group of 5-10 young sailors to teach Summer Sailing Program classes in accordance with MPYC Summer Sailing Program Curriculum.
- Staff Instructors assist the Senior Instructor with lesson planning, class and activity scheduling, and teaching sailing classes. Staff Instructors will submit daily plans and activities for review by Senior Instructor before implementation.

- **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:**
 - Teach classes that 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.
 - Teach daily on-the-water practice sessions and practice safe use of boats (both sail and motor) according to MPYC policies.
 - After certification from Program Director, operate safety boats strictly in accordance with ASA guidelines, MPYC Summer Sailing Camp policies, and Club rules.
 - 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 Senior and Lead Instructors, while taking initiative to offer ideas to develop and implement a successful sailing program.
 - Under the direction of the Senior and Lead Instructors, maintain boats and areas used by sailing staff and program sailors. Complete routine maintenance on Bics, Optis, and Lasers (missing clips, pins, etc.); promptly report all damages or needed boat repair to the Senior Instructor; assist with boat, dock, and facilities cleaning.

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- Assist Lead Instructor, 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.
 - Assist the Senior Instructor in monitoring 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.
 - Other duties as assigned by the Program Director.
- *Paperwork and record-keeping*
 - Maintain lesson records
 - *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. Develop daily lesson plans as directed. Attend staff meeting with Instructors and Interns at the end of each day to discuss pertinent issues and plan for the next day.
 - Demonstrate best practices lesson preparation and presentation
 - 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 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 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/or EXPERIENCE

- 16 years of age or older
- Current ASA or US Sailing Small Boat Instructor certification preferred
- Current CPR, First Aid, and AED certification preferred
- Must attend instructor certification training and be first-aid certified if offered.
- At least 1 year of sailing instruction required.
- 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
- 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:** _____