



Putting the Community in Boating Since 2003

## **Pleasant Bay Community Boating**

### **Sailing & Boating Program Director**

#### **Organization Description:**

Pleasant Bay Community Boating (PBCB) is a non-profit 501(c)(3) organization founded in 2003. PBCB is a community center offering boating, marine education, and environmental stewardship opportunities to residents and visitors to the Pleasant Bay region of Cape Cod. PBCB is dedicated to serving all members of the community including those with physical, developmental and cognitive disabilities, as well as under-served families and at-risk youth.

Since its founding, PBCB has transitioned from a small, grass roots, volunteer-based organization run by a part time staff and a “hands on” Board to a more mature organization with a small fulltime staff, seasonal staff, an involved board of directors and strong membership/volunteer base. With the 2014 acquisition of a 3.6-acre waterfront facility with 4 buildings, a boathouse and a dock on Pleasant Bay, PBCB expanded its mission to include marine education and environmental stewardship and created the position of Science Program Director to fulfill program needs in that area. Of special note is that PBCB has recently received a gift from the Friends of Pleasant Bay of a “floating classroom research vessel,” a 37 x 12-foot, solar powered pontoon boat that will greatly enhance marine education and research on Pleasant Bay. PBCB’s fleet also includes over 60 sailboats, kayaks, canoes, sailboards and safety boats.

PBCB currently has approximately 600+ members. The annual operating expenses are expected to increase in the near term due to the acquisition of the waterfront campus, building and site renovation costs, and expansion of program offerings.

#### **Position Description**

##### **Overview:**

PBCB seeks an experienced Sailing & Boating Program Director who will continue to develop PBCB’s programs and reputation, and serve in a leadership role in the management of the daily operations of the boating programs. The Sailing & Boating Director is responsible to facilitate our mission and for the overall design, operation and instruction of the boating programs and water front activities in accordance with the policies and directions of the Executive Director and the Board of Directors.

He or she will be required to recruit, hire, train and supervise all program staff and have strong sailing and teaching experience. The ideal candidate must be organized, professional, proactive, hands on, and must work well with our membership & volunteer community. This position requires balancing off the water and on-water responsibilities and properly managing daily operations.

#### Qualifications and Experience Requirements:

1. Four years of experience as a head sailing instructor for a comprehensive sailing program.
2. Thorough knowledge of small boat sailing, racing skills, seamanship, small powerboat handling and sportsmanship.
3. US Sailing certification Level 1, current CPR and First Aid Certificates.
4. Experience with adaptive sailing and paddling programs.

#### Duties:

1. Recruit, hire, train and supervise all sailing instructors and staff, and coordinate orientation and training program with staff prior to program season.
2. Supervise all boating program activities and ensure safety for all participants.
3. Manage all administrative aspects of program operations, including keeping up to date records, supervising and directing sailing staff in record keeping, attendance records, performance ratings and medical forms for all students and staff and ensure adherence to all policies and guidelines
4. Oversee sailing and boating safety program including supervision of instructors and students.
5. Implement and administer achievement testing program.
6. Oversee power, sail boat and equipment maintenance program and monitor PBCB's fleet maintenance needs and compliance.
7. Coordinate with Science Program Director and staff on boating activities related to marine education and environmental stewardship programs and activities.
8. Develop and execute special events, programming and trips.
9. Assist in the creation of new and expanded in season, shoulder season and off-season programs to broaden the constituencies that PBCB serves on a year-round basis and develop associated curriculum
10. Assist in developing an annual work plan and budget. Review financial reports, provide updates to the Board of Directors and recommend adjustments necessary to ensure sound operations.

#### **Governance, Reporting Structures & General Responsibilities:**

The Sailing & Boating Director reports directly to the Executive Director, who is the Chief Executive Officer of Pleasant Bay Community Boating (PBCB). The current Sailing Director is retiring and will be available for transitional assistance.

The Sailing & Boating Director is expected to work full-time Monday through Friday, and occasionally on Saturday and Sunday from May through September, plus approximately some hours in the off-season for hiring, planning, scheduling and attending meetings. The staff reporting directly to the Sailing Director consists of a seasonal Assistant Sailing Director and approximately 25 part-time seasonal employees.

#### **Additional Specific Responsibilities:**

- Oversee the delivery and quality of PBCB's sailing & boating programs.
- Represent PBCB to the community, private and public funding sectors, partners, and the general public.
- Build relevant partnerships with corporate, civic, municipal, and other organizations.

**Contractual Terms:**

- Tentative Start Date: February 1, 2019
- Prior to employment, the successful candidate will have a reference and background check conducted.

**Scope of Submittal:**

The proposal and attachments must include the following information:

- Cover Letter
- Resume
- Salary Expectations

Mail submittal, electronic preferred, to:

Abigail Field  
Development Director  
Pleasant Bay Community Boating

[info@pbc cb.cc](mailto:info@pbc cb.cc)

or to:

Pleasant Bay Community Boating  
P.O. Box 21  
North Chatham, Massachusetts 02650