

SAILING PROGRAM DIRECTOR

2019

Position Description:

The Sailing Program Director is responsible for the design, operation and teaching of the West Dennis Yacht Club Sailing School (WDYCSSL) in accordance with the policies and directions of the Fleet Captain and Club Manager. The program includes classes at several different skill levels and periodic interclub, regattas and special events. The other major responsibilities of the Program Director are to manage the administrative aspects of the WDYCSSL and ensure safety for all participants therein.

The Program Director reports to the Fleet Captain for sailing program related business and the coordination of Yacht Club operational issues and to insure the smooth functioning of the Sailing Program. He/she supervises the Racing Instructor and works with him/her to coordinate all aspects of the Racing Team Program. The Director also supervises any Sailing and Junior Instructors.

Specific Job Accountabilities:

Administration:

- Budget - assist in developing, keep up-to-date records and adhere to guidelines
- Supervise and direct sailing office coordinator to assist in administrative responsibilities (i.e. attendance records, consent forms, parent checklists) and to create job description
- Supervise and direct sailing office coordinator to assist in record-keeping: attendance records & current files including performance, attendance & medical forms on all students and instructors
- To help organize and run the WDYCSSL graduation with Fleet Captain, Club Manager and Sailing Committee.
- **To help organize and run the WDYC Invitational with Fleet Captain, and Sailing Committee.**
- Oversee safety at the Club withinsailing program; instructors, students and parents
- Prizes/incentives/fun
- Parent communication/interface (Send springletter regarding program, newsletter, registrations, events, regattas etc...)
- Occasional meetings with entire WDYCSSL staff, member(s) of the Sailing Committee other than the daily meetings
- Develop & execute special events/trips (graduation, interclub, regattas, rainy day classes, etc.)
- Registration (prepare and mail spring letter, pre-season enrollment, and student packages & information)
- Overseepower and sail boat & equipment maintenance (minimum 1x weekly washing, repairs & boat maintenance log submitted) with staff. Boat Log to be submitted to Fleet Captain.
- Assist in improvingcurriculum
- Implement and administer achievement testing program and awards
- Adhere toprogram procedures and operational controls
- Maintain WDYCSSL database including class assignments for following year
- Problem solving all issues regarding WDYCSSL



WEST DENNIS YACHT CLUB, INC

Incorporated 1959

255 Loring Avenue, P.O. Box 422

West Dennis, MA. 02670-0422

508-398-9757 Fax 508-394-2553 Sailing School 508-760-9933

www.wdyc.org

e-mail wdyachtclub@verizon.net

Teaching (classes tbd):

- Develop lesson plans to achieve curriculum objectives for classes that you lead
- Teach classes and sub for staff when needed

Supervision:

- Instructor orientation and training with staff prior to Program starting. (develop & conduct minimum one day program)
- Conduct daily meetings with sailing staff regarding lesson plans and general plans for the day.
- Hire (with club manager) and support sailing program staff
- Create and implement staff orientation and training, working with the Fleet Captain.
- Create daily check list for sailing staff
- Supervise sailing staff, establish expectations, and conduct performance reviews
- Mentor and develop teaching skills in sailing staff
- Review staff's lesson plans and ensure adherence to curriculum
- Ensure that sailing staff attains/maintains appropriate US Sailing certification (training, CPR, first aid) and certifications are on file.

Other Duties, Club Operations:

- Teamwork w/ other Club staff
- Weekly safety checks (w/written report and follow-up)
- Promote & support the overall image of the Club, Officers, staff & programs.

Requirements:

A candidate must have a thorough knowledge of small boat sailing/racing skills, especially seamanship and sportsmanship. He or she should be a minimum of 20 years old, with experience and interest in working with children in a safe and caring environment to develop a lifelong interest in sailing. An applicant must be a self-starter as this is a flexible program and instructor input is essential.

US Sailing Certification (Level 1 required, Opti and 420 Boat Instructor and Instructor Trainer preferred), 4 years teaching experience, small power boat handling experience, and current CPR & First Aid Certificates are required.

Time Expectations:

Program Director is expected to work full-time Monday through Friday (Saturday and Sunday if needed) for 11 weeks in season (Mid-June to Late August). Plus approximately 65 hours off-season for hiring, planning, scheduling, and attending



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meetings, in addition, several pre- and post-season weekends for program setup and breakdown.