

Hyannis Yacht Club's Sailing Program Director Job Description

The Hyannis Yacht Club Sailing Program Director collaborates with the Swimming Program director to facilitate our sailing program development, staffing, scheduling, resource development, and parent communication. Provided annually with an agreed upon budget, the program director collaborates with the general manager to determine the staffing organization for the program and to hire, oversee, and retain staff.

The Program Director works for ten weeks in the summer, and then meets regularly throughout the winter with the Youth Committee to continually evaluate and improve our program. This position includes leadership of the Fall and Spring Shoulder seasons and the Youth Invitational in addition to the eight week summer program. The following list delineates the main responsibilities of the position:

Program Development

- Maintains curriculum and develops standards for class placement
- Determines in conjunction with the Youth Committee on classes to be offered annually
- Collaborates with the Youth Committee and Swimming Program Director to organize the program schedule including travel logistics for 420 and Optimist Race Teams
- Provides annual budget program and capital purchase recommendations

Staffing

- Determines the staffing ratios needed for each class and coordinates schedules. This may include instructing classes as needed
- Oversees staff certification as a prerequisite for employment of all coaches and instructors
- Recruits and Interviews potential staff members in conjunction with the General Manager
- Collaborates with the General Manager on hiring/wage recommendations
- Supports staff development with ongoing leadership of daily planning
- Provides a mid-summer and end of program evaluation for each sailing staff member

Coordination

- Assists with program registration to help maintain class sizes
- Maintains annual enrollment and class placement records
- Meets weekly with Waterfront and Swimming Program Directors during the summer program
- Provides regular equipment/maintenance updates
- Reviews weekly payroll prior to submission
- Co-teaches Instructor Training Course with Swimming Program Director
- Oversight of all program resources including sailboats, power boats, and all related materials
- Schedules staff to facilitate participation in all scheduled events

Communication

- Provides regular program communication for parents to maximize effectiveness
- Provides oversight of all coaching communication with parents/guardians/participants

Professional Requirements

- United States Sailing Association Level One Certification, valid driver's license
- Experience teaching youth sailing to children
- Strong interpersonal and organizational skills to interact with staff, committee members, parents, and participants
- Competitive salary commensurate with experience/certification. Housing available