



## Job Description: Sailing Coordinator

Pleasant Bay Community Boating is a 501c3 non-profit that offers boating, marine education, and environmental stewardship opportunities to residents and visitors to the Pleasant Bay area. We are dedicated to serving all members of the community including those with physical, developmental and cognitive disabilities, as well as under-served families. We offer youth and adult sailing lessons, community outreach sailing experiences, adaptive boating, marine science camps and hands-on activities, and boat rentals. Our fleet includes Flying Scots, Sunfish, 420s, Catboats, Kayaks, Lasers, Optis, and a solar-powered floating classroom.

PBCB is looking for a Sailing Coordinator to oversee our sailing instructors and programs. Our ideal candidate is motivated, passionate, flexible, upbeat, organized, and able to think on their feet. We're looking for somebody that is excited to ensure sailors of all ages are being engaged by our instructors, through teaching a curriculum. Our Sailing Coordinator will be confident with a wide range of sailboats and a responsible waterfront supervisor, holding safety as a top priority.

### Responsibilities:

- ❖ Become familiar with our program offerings and be able to answer customer/family questions
- ❖ Become familiar with our fleet and be willing to help sailors with basic fixes on-water
- ❖ Working with the Program Director, plan and lead staff training activities that pertain to sailing and sailing instruction
- ❖ Be prepared with chalk talks, dock demonstrations, or land-based activities for days with high winds, fog, or thunderstorms
- ❖ Supervise PBCB's sailing instructors—make sure curriculum is followed, progress is made, lessons are robust, and students are engaged
- ❖ Work with the instructors to ensure a daily lesson/chalk talk is given for each group. Delegate responsibility and ensure age- and skill level-appropriate topics to be covered
- ❖ Reinforce PBCB's water safety protocols
- ❖ Fill in occasionally as an instructor, if needed
- ❖ Assist instructors in the ins and outs of the program: rigging or derigging beach fleet boats, leading chalk talks or demonstrations, or working through any behavioral/learning challenges
- ❖ Willingness to conduct renter Skills Checks, if needed

### General Skills:

- ❖ Maintain a professional and fun demeanor
- ❖ Work alongside PBCB's directors and instructors to make sure sailors are learning, progressing, and staying safe
- ❖ Always model respect for the water, each other, and our equipment
- ❖ Follow all PBCB policies and guidelines
- ❖ Learn to use PBCB's booking/scheduling software
- ❖ \$22/hour, full time June through August, with opportunities for additional hours in other roles (safety boat driver, outreach instructor, etc.) in May and September

Please send a resume and cover letter to Ali Hogue ([hoguea@pceb.cc](mailto:hoguea@pceb.cc)). Feel free to reach out with any questions about this or other open positions!