



WHYC Sailing School Sailing Master - Job Posting

School Overview:

The Woods Hole Yacht Club operates a community focused Sailing School with an emphasis on learning-to-sail and casual learn-to-race program. The Sailing School also offers a limited number of private lessons for ages 9 – Adult. The primary goals of the School are to teach a love of sailing and develop safe boating skills, ensuring the students and the instructors have fun on the water, and to promote the next generation of sailors. Additional details on the Sailing School can be found at:

<https://woodsholeyachtclub.org/sailing-school/>

Position Overview:

The Sailing Master oversees the WHYC's Sailing School Program and serves in the leadership role in the management of the daily operations of the Sailing School. The Sailing Master assists the volunteer Board of Governors, Sailing School Chairs in hiring instructors, managing sailing school sign-ups and coordinating curriculum. It is important for the Sailing Master to understand and enjoy children and teens, fostering an environment built on safety, fun, and learning. The Sailing Master will supervise and guide instructors in the implementation of the curriculum.

The Sailing Master sets the pace for each day and makes daily decisions based on weather, curriculum, students, etc. The Sailing Master will provide assistance on shore during lessons, but is also able to assist on the water when necessary. The Sailing Master will be in contact with parents, instructors, students, and WHYC Board Members.

Time Commitment:

- January – March: Minimal time to help with hiring. If this is not possible it is not a showstopper in accepting the role
- May & June: Minimal time needed remotely, to answer emails and manage class sign-ups
- Full time, 9 weeks (June 26 - August 26): “Prep Week” 1 week before sailing school starts, two 3-week sessions, 1-week “Special Session”, and 1-2 days of decommissioning after lessons end
- Time: Monday-Thursday 8:00am-5:00pm, Fridays 8:00am-3:30pm, plus “Junior Racing Night” on Mondays 5:00pm-7:00pm

Responsibilities:

1. Liaison to parents and students and act as the “face of the Sailing School”
2. Ensure a fun and safe working environment for the instructors
3. Assist in managing all class sign-ups during the summer season
4. Lead pre-season staff training
5. Lead pre-season setup and maintenance of boats and equipment
6. Fill out daily reports recording weather, attendance, weekly practice plans, end of season evaluation and maintain notes
7. Communicate with parents, sailors, and staff effectively and with respect
8. Responsible for teaching and enforcing proper care and storage of all equipment and boats
9. Assist in the revision and implementation of the curriculums and program materials
10. Maintain a professionally cordial environment by being prompt, responsible, and respectful
11. Abide by the zero tolerance policy regarding alcohol, tobacco, or any illegal substance



Qualifications:

1. Strong background in dinghy sailing & racing and sailing instruction
2. Experience in race management including but not limited to course management, scoring, protests, etc.
3. Minimum 3 years experience as a coach/instructor in a sailing program, preferred experience coaching at the high school and/or college level
4. Level 1 US Sailing Small Boat Instructor Certification, Level 2 preferred
5. Current First Aid/CPR certification
6. Excellent organization, communication, and team management skills
7. Capable of general boat maintenance

For More Information:

For more information about Woods Hole Yacht Club, visit WoodsHoleYachtClub.org

To apply send letter of interest and CV or list of work experience to Commodore@woodsholeyachtclub.org