



## POSITION DESCRIPTION

**TITLE OF POSITION:** Sailing Instructor

**REPORTS TO:** Sailing Director

**FLSA STATUS:** \_\_\_ Exempt      \_\_\_X\_\_\_ Non-Exempt/PT

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### **PRIMARY FUNCTION:**

Join our dynamic team at the Boys & Girls Club of West San Gabriel Valley and Eastside as a Sailing Instructor. Here you'll have the exciting opportunity to embark on a journey of the ocean. In this role you will be providing memories that will last a lifetime for a child. Our instructors are well-rounded and provide excellency in a multitude of skills that are focused around water safety on sail boats, kayaks and paddleboards. As a key member of our team, you will play a crucial role in fostering a love for the ocean and developing essential aquatic skills amongst the youth. The Sailing Instructor is responsible for helping implement and conduct a fun and educational sailing and water sports program for youth ages 6-17. They will report to the Lead Sailing Director and work closely with the administrative team, staff members, volunteers, and various program partners to ensure that participants arrive on location prepared and returned on schedule. They will assist with the maintenance, proper usage and storage of the program equipment such as boats, kayaks, life vests and other auxiliary resources. They will assist in executing and enforcing the program's curriculum, standards of operation, health and safety protocols, and emergency procedures. They will identify opportunities and integrate best practices to improve the overall program experience.

### **KEY ROLES (Essential Job Responsibilities)**

#### *Leadership, Program Development and Strategic Planning*

- Provide leadership and vision in the development and improvement of existing and new sailing and water sports opportunities in accordance with the mission and goals of the organization.
- Assist in the planning and development of the program curriculum, standards of operation, health and safety protocols, emergency procedures and other necessary documents.
- Provide mentoring, leadership and supervision to ensure Club policies are being followed for proper conduct, safety and well-being of all staff and participants as well as ensuring age appropriateness and inclusivity of all genders and personal identities.
- Measure and report required program data, participation and progress.
- Other duties as assigned will be required as well. You must be flexible as determined by the needs of the program.

#### *Program Implementation, Resource Development and Asset Management*

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- Implement the program in accordance with the established curriculum, standards of operations, local laws and regulations, and health and safety protocols, and emergency procedures.
- Ensure staff and participants are fully aware and comprehend their roles and the program expectations.
- Coordinate with staff to enlist member participation and obtain proper waivers and documents. Coordinate the use of shared equipment and supplies, including transportation vehicles.
- Assist in the maintenance and update of the program inventory, equipment and auxiliary resources such as boats, kayaks, beach accessories, emergency supplies, and more.
- Assist to ensure that all equipment and storage areas are properly prepared before each session and maintained and secured afterwards.
- Promptly communicate and document if any equipment or supplies are lost, stolen, broken, or otherwise inoperative.
- Promptly communicate and respond to any emergencies such as physical injuries or improper behavior following the established protocols.
- Assist in transportation of participants and ensure that Club policies are being upheld at the Club, on-site at the program location and at all times in-between.
- Maintain member order and discipline by managing behaviors, reinforcing rules and following up as necessary.

#### **SKILLS / KNOWLEDGE REQUIRED**

- Always practice and lead with kindness, respect and compassion.
- Basic knowledge of boating, small-boat sailing, ocean kayaking and other paddle sports. American Sailing Association (ASA) or American Canoe Association (ACA) certifications preferred.
- Familiarity with Marina Del Rey and the risks and dangers of water-related activities. Must know how to swim.
- Ability to engage and maintain order with youth ages 6-17.
- Ability to establish and maintain effective working relationships with administrators, Club staff and community partners.
- Valid Driver's License
- Strong verbal, written and inter-personal communication skills.
- Knowledge of the mission, objectives, policies, programs and procedures of the principles and practices of non-profit organizations or youth development services.

This is a part-time, non-benefited, non-exempt position

Salary Range: \$18.00 - \$25.00 hr DOE

Hours per week: Minimum 15 hrs a week. 35+ hours during summer months.

**Condition of Employment, Benefits and Minimum Qualifications:** 1-2 years experience working in a related field preferred. Submit to a fingerprint/background check; submit a clean DMV H66 report form and First Aid/CPR verification. Must be professional and maintain Boys & Girls Clubs standards.

**Disclaimer:** The Information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a

comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Chief Executive Officer Date