



## **Job Description & Expectations – Head of Sailing**

### Requirements:

- Minimum Bronze Cross Swim level (NL preferred)
- Passion for and experience in teaching sailing to youth ages 7-15
- Strong emphasis towards waterfront safety
- Ability to manage small staff team independantly

### Job Description

- Responsible for the management of the sailing program as a whole, including the program and management of staff.
- Staff Training Week – responsible for preparing sailing for the summer. All boats are set up properly, and if any supplies are needed please let the program director know. Staff are fully trained and feel comfortable with teaching sailing to campers. Provide levels to Program Director at the end of staff training week.
- Modify and implement program for all campers at sailing. Levels must be developed for all ages of campers at sailing. Levels must be provided to program director at the end of each session.
- Provide feedback to all staff, including informal and bi-weekly reviews. Staff skill development should also be a priority (focus on developing skill of staff)
- Written evaluations for leadership participants
- Maintenance of crash boat at swimming (including cleaning, stocking ect.)
- Inventory control and communication of needs to program director.
- End of year inventory, and wish list for following summer.