



Community Boating Center Youth Instructor/Sailing Assistant Job Description

- Be certified as a US SAILING Instructor (min. Level 1 Smallboat Sailing Instructor). Maintain current CPR and First Aid certifications.
- Be an appropriate role model. Encourage the highest levels of participation, sportsmanship and behavior. Conduct activities which will promote enthusiasm to learning in a safe, fun environment.
- Follow the course curriculum as designed. Youth Instructors are responsible for developing the daily lesson plans for their respective classes. It is expected that Instructors will make full and constructive use of the time scheduled for classes, and show creativity and excitement with their classes to the best of their ability.
- Help and greet students as they get off the bus. Interact with students until class begins and during lunch. Watch students at all times when they are on shore, keeping them in or near the Stucco Building / Padanaram Ave.
- Arrive and be ready to begin work at the scheduled time, dressed in appropriate clothing.
- Instructors must be commitment to working as a team, and be supportive of the efforts of their fellow instructors.
- Instructors are responsible for all land and on-the-water aspects of the conduct of their classes. This includes assisting students with the preparation and launching of their sailboats, reviewing and insuring that rigging is done correctly, and that the boats are in safe, working condition.
- At the end of the day, Instructors are responsible for making sure that all boats, both safety and sail, are properly secured and put away, and that any extraneous equipment or materials (including trash) has been removed.
- Instructors are responsible for reporting accidents/illness, both minor and serious, to the Head Instructor and for making the appropriate notes in the Accidents & Incidents Logbook.
- Instructors are responsible for reporting any problems with the condition of any boat (safety or sail) used in the program to the Head Instructor and logging them into the Maintenance Logbook. Instructors are expected to take care of minor repairs as needed (i.e. replacing frayed lines, broken shackles, cleats, ring dings, etc.). Repairs of more serious nature will be handled by the Equipment/Program Manager.
- The Head Instructors and Instructors will meet at the end of each day to review the day, discuss pertinent issues and plan and prepare for the next day. At least once every session, the Youth Staff will meet with the Program Manager. Instructors are expected to be open and honest in their communication with students, parents and instructors.