

Roc City Sailing, Inc. (RCS)
Part-time Sailing Instructor Job Description

Rev. 13 January 2020

Background: Roc City Sailing (RCS) is an IRS 501c3 non-profit organization based in Rochester NY. It operates out of the Rochester Canoe Club (RCC) along the shores of Irondequoit Bay off of Lake Ontario. RCC is a volunteer and family based one design dinghy sailing and racing club established in 1881 with a long history of developing both pleasure and nationally competitive sailors. ***ROC City Sailing's mission with the joint support of RCC's facilities and equipment is to educate, promote and advance the sport of sailing for the Greater Rochester Community in a safe, fun and affordable environment.***

Job Title: RCS Part-time Sailing Instructor

Reports to: RCS Program Director

Job Purpose / Overview: Provide private and semi-private sailing lessons to youth and adult students per listed roles and responsibilities below. Communicate to and take direction from the RCS Program Director and RCS Board of Directors

Salary: \$15 to \$25 per hour dependent on qualifications and experience

Job Classification: Non-Exempt (paid time and a half for hours >40 in a given week)

Benefits: Standard NYS employment benefits as applicable

Work Location / Environment: Rochester Canoe Club (2050 Bay Shore Boulevard, Rochester NY 14622), Irondequoit Bay, indoor and outdoor, onshore and offshore daily activities

Work Days / Hours: Part-time hours Monday through Saturday to fit your schedule during May through October.

Essential Duties and Responsibilities:

- Develop sailing lesson plans based on student needs and objectives
- Setup and manage lesson schedules based on student availability
- Track and report work hours to RCS staff following lesson completions
- implement RCS safety program and emergency procedures on and off the water
- support boat & equipment maintenance and repair
- insure proper use and care of equipment and facilities
- establish and maintain effective working relationships with RCS staff, students, and parents

Preferred Qualifications:

- **Education & Training:** *(RCS will provide financial assistance for US Sailing certification courses)*
 - US Sailing Level 1 Instructor, Level 2 Instructor certification
 - NY Boating Safety Course certification or equivalent
 - Red Cross first aid/CPR/AED certification or equivalent
 - SafeSport training
 - CDC concussion training or equivalent
- **Knowledge & Experience:**
 - 2 or more years sailing/boating experience
 - teaching and/or sailing instructor experience
 - Sailboat racing
 - Powerboat operation and safety

- Background in youth, high school and/or collegiate sailing
- **Skills & Abilities:**
 - Effective verbal and written communication skills
 - Boat maintenance and repair
 - Comfortable working with and teaching adults, teenagers and children
 - Flexibility to adapt to changing conditions
 - Friendly, outgoing, collaborative personality
 - Leadership, mentoring and motivational skills
 - Positive attitude and role model for students and staff
- **Miscellaneous:**
 - Typical Boats used for instruction: Opti / Pram Dinghy, Sunfish, JY15, Catalina Capri 22
 - RCS reserves the right to complete a background check on any applicants as part of the hiring process.
- **Contact Details:**
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