

Roc City Sailing, Inc. (RCS)
Counselor in Training Job Description
Rev. 25 Jan 2022

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. ***RCS'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 Counselor in Training

Eligibility: Applicants ages 13 to 16 years

Reports to: RCS Program Director

Job Purpose / Overview: Assist in implementing the overall RCS sailing programs per listed roles and responsibilities below. Communicate to and take direction from the RCS Program Director and Senior Sailing Instructor.

Salary: None. This is a volunteer position designed to help youth 13 to 15 years of age develop leadership skills, knowledge and experience to become a future Junior Sailing Instructor for RCS or other work positions in the community.

Job Classification: Volunteer

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: Half day or full day positions available for one to four weeks in July. Work hours are flexible within this range. Morning work hours are 8am to noon. Afternoon work hours are 1 to 4:30 pm.

Essential Duties and Responsibilities:

- Assist RCS staff in execution of sailing lesson plans based on US Sailing guidelines
- Assist implementation of RCS safety program and emergency procedures on and off the water
- Support boat & equipment maintenance and repair
- Ensure proper use and care of equipment and facilities
- Establish and maintain effective working relationships with RCS staff, students, and parents
- Support sailing program, facilities and equipment setup and pack up

Preferred Qualifications:

- **Education & Training: (RCS can assist)**
 - 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
- **Skills & Abilities:**
 - Effective verbal and written communication skills
 - Comfortable working with adults, teenagers and children

- Flexibility to adapt to changing conditions
- Friendly, outgoing, collaborative personality
- Positive attitude and role model for students and staff

- **Miscellaneous:**
 - Typical Boats used for instruction: Opti / Pram Dinghy, Sunfish, JY15
 - RCS reserves the right to complete a background check on any applicants as part of the hiring process.

- **Contact Details:**
 - **Ralph Simpson**
President
Roc City Sailing Inc. (RocCitySailing.org)
126 Elmore Road
Rochester NY 14618
cell: 585-414-4692
email: ralph.simpson@yahoo.com

 - Rochester Canoe Club**
2050 Bay Shore Boulevard
Rochester NY 14622
585-288-2380
<http://rochestercc.org/>