

Roc City Sailing, Inc. (RCS)
Counselor in Training Job Description
Rev. 14 March 2023

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 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 14 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, Senior and Junior Sailing Instructors.

Salary: None. This is a volunteer position designed to help youth 14 to 16 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 six weeks in June-July. Work hours are flexible within this range. Morning work hours are 8am to noon. Afternoon work hours are 1 to 5 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, parents and volunteers
- Support sailing program, facilities and equipment setup and pack up

Preferred Qualifications:

- ***Education & Training:*** (RCS will provide financial assistance for US & first aid certification courses)
 - US Sailing, Sailing Counselor Course
 - 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, Flying Scot
 - RCS reserves the right to complete a background check on any applicants as part of the hiring process.
- **Contact Details:**
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