

Roc City Sailing, Inc. (RCS)
Program Director Job Description
Rev. 14mar2023

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 Program Director

Reports to: RCS Board of Directors

Job Purpose / Overview: Manage and execute the overall RCS sailing programs per listed roles and responsibilities below. Communicate to and take direction from the RCS Board.

Salary: \$20-25 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: 4-6 weeks during June-July-August, typical 40-hour week, 8am-5pm, M-F. Potential for additional part-time hours during June through September including some evening and weekend private lessons and small group sail excursions based on demand and availability.

Essential Duties and Responsibilities:

- Develop & execute sailing lesson plans based on US Sailing guidelines
- Manage RCS safety program and emergency procedures on and off the water
- Supervise RCS staff (1 Senior Instructor, 2 to 4 Junior instructors, Counselors in Training, volunteers)
- Manage boat & equipment maintenance and repair
- Ensure proper use and care of equipment and facilities
- Manage class attendance with RCS Board of Directors
- Manage and implement RCS Human resource policies and procedures
- Manage and direct RCS staff and volunteer roles and responsibilities
- Track and report weekly staff work hours to RCS Board representative
- Function as liaison with the RCS Board of Directors
- Evaluate and manage staff performance
- Manage decisions on daily program agendas based on weather and other environmental factors
- Conduct staff training
- Establish and maintain effective working relationships with staff, students, parents, volunteers and RCS Board members
- Pre-season sailing program, facilities and equipment setup and post-season pack up

Preferred Qualifications:

- **Education & Training:** (RCS will provide financial assistance for US Sailing certification & first aid courses)

- US Sailing Level 1 Instructor, Level 2 Instructor, Level 3 Coach, Level 3 Head Instructor certifications
- 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:**
 - 4 or more years sailing/boating experience
 - 2 or more years teaching and/or sailing instructor experience
 - 1 or more years sailing program management
 - 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, Flying Scot
 - If needed, housing accommodations may be arranged for qualified applicants.
 - RCS reserves the right to complete a background check on any applicants as part of the hiring process.
- **Contact Details:**
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