



JOB DESCRIPTION

Sailing School Coordinator

General description:

Appointed by the Board¹ and reporting to the Fleet Captain Dinghy, this position is responsible for organizing and supervising the Summer Sailing School program.

Specific responsibilities include:

1. Recruiting, assigning and supervising paid instructors, with assurance of their appropriate skills and safety training qualifications/certifications;
2. Registration and fee collection for Sailing School participants;
3. Scheduling instructional groups and instructors;
4. Arranging and directing volunteer assistance;
5. Assist with boat set-up, storage and routine care;
6. Supervise use and maintenance of Club equipment and facilities during the Summer Sailing School;
7. Direct safety measures for all onshore and on-the-water training aspects of the Sailing School Program;
8. Ensure compliance with legal requirements for youth programs, including completion of coach/instructor criminal records checks, and that appropriate supervision, safety measures and parental authorization are in place at all times;
9. Other functions and tasks within the above general scope of responsibilities, as assigned by the Fleet Captain Dinghy.

Comment: It is anticipated that the nature of this position may warrant sharing the supervisory function between two member volunteers during the period that the Sailing School is in operation.

Anticipated time demands (after initial familiarization period): 20 hours per week during the Sailing School program.

Date adopted by the Board of Directors: March 5, 2013

Date of last review _____

¹ All Board-appointed positions are for one year terms, renewable annually on the recommendation of the Board member responsible for the position.