

Head Instructor – South Port Sailing Club

Location: Tecumseh, Ontario (Lake St. Clair)

Season: June 28–August 27, 2027 (Full-time summer position, with optional spring/fall opportunities)

Pay: \$25-\$30/hour, depending on experience, qualifications and capabilities

Accommodation: Available for the right candidate

Application Deadline: October 15, 2026 (or until filled).

About South Port Sailing Club

Located just outside Windsor, Ontario on Lake St. Clair, South Port Sailing Club is a small-but-mighty Club with a proud tradition of developing well-rounded sailors and racers. Our sailing school is entering an exciting period of growth, with new investments in boats, facilities, equipment and instructor development.

We are looking for a Head Instructor who wants to take ownership of the day-to-day operation of the sailing school, develop our instructional and racing programs, lead our staff and help create an outstanding experience for sailors and their families.

Position Overview

We're seeking a Head Instructor to lead and elevate our Learn to Sail and Race operations. This is a **hands-on leadership position** combining instructional leadership, staff management, fleet and equipment management, customer experience and program development.

You'll oversee a team of approximately 6-8 instructors and coaches, ensuring that staff are prepared, programs run smoothly, equipment is maintained and sailors receive a safe, fun and high-quality experience.

The Head Instructor will also help deliver several exciting new initiatives, including the possibility of:

- A spring program for local private schools
- Expanded after-school and weekend youth lessons
- Addition of wing foiling and SUP activities
- A C420 development race team

- Expanded WetFeet programming
 - Partnerships with local gyms and fitness organizations
 - Expanded instructional opportunities for Club members
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Key Responsibilities

Safety & Instructional Standards

- Uphold and exceed Sail Canada standards and ensure consistent safety practices across all programs
- Ensure instructors are properly prepared and following appropriate lesson plans and safety procedures
- Monitor instructional quality and provide regular feedback and coaching to staff
- Ensure appropriate supervision and risk management on and off the water
- Take immediate action when safety or operational issues arise

Staff Leadership & Development

- Lead, mentor and support a team of 6-8 instructors and coaches
- Establish clear expectations for professionalism, preparation, customer service and equipment care
- Organize staff schedules and daily assignments
- Conduct regular staff meetings and check-ins
- Help instructors develop their technical sailing and coaching skills
- Identify professional-development opportunities for individual staff members
- Lead by example with a first-to-arrive, last-to-leave approach to the operation

Fleet & Equipment Management

Fleet management is a major responsibility of the Head Instructor.

The Head Instructor will take overall ownership of the condition, organization and readiness of the sailing school's fleet and equipment, including:

- Sailboats
- Coach boats
- Trailers
- Sails
- Spars
- Safety equipment
- Radios and other operational equipment

- SUPs and other watersports equipment

Responsibilities include:

- Establish and maintain regular inspection and maintenance routines
- Ensure boats are clean, safe, properly rigged and ready for every program
- Ensure equipment is returned, cleaned and stored properly after use
- Identify maintenance and repair issues before they become larger problems
- Coordinate and/or complete routine repairs and maintenance
- Maintain an inventory of essential parts, supplies and equipment
- Ensure staff take responsibility for their assigned boats and equipment
- Prepare boats, trailers and coach boats for regattas and special events
- Coordinate larger maintenance projects with the Program Director
- Track equipment needs and make recommendations for future purchases and replacements
- Ensure the fleet is properly winterized and prepared for the following season

The expectation is that the Head Instructor knows the condition of the fleet at all times and does not wait for someone else to identify problems.

Daily Program Operations

- Manage the day-to-day operation of the sailing school
- Ensure instructors and coaches are where they need to be and have the equipment and information required to run their programs
- Adjust programming based on weather, sailor needs, staffing and operational requirements
- Coordinate daily on-water activities
- Ensure boats and equipment are prepared before each session
- Troubleshoot issues as they arise
- Work with staff to keep the program running smoothly and professionally

Parent & Customer Communication

Providing a high level of customer service is a key responsibility of the Head Instructor.

The Head Instructor will help ensure parents understand what is happening throughout the summer, including:

- Program schedules
- Key dates
- Important deadlines
- Theme days
- Special events
- Regattas and race opportunities

- Changes to programming
- Weather-related decisions
- Equipment or clothing requirements
- Other important information

The Head Instructor will manage and maintain the parent WhatsApp communication channel and ensure parents receive timely, useful and professional updates.

This includes ensuring that daily program updates include:

- Photos and/or short videos
- A summary of what sailors did that day
- Key learning points
- Highlights from the day's activities
- Upcoming reminders and important information

The goal is to make parents feel informed, connected and confident in the program.

Program Planning & Communication

The Head Instructor will be responsible for helping ensure that the entire summer program is organized and communicated clearly.

This includes coordinating and communicating:

- Theme days and special program activities
- Club and sailing-school events
- Beginner and race-team regattas
- Parent information and program updates

The Head Instructor will work with the Program Director to establish the broader summer calendar and ensure that important dates are communicated to staff and families well in advance.

Program Development

- Lead the CANSail 1&2 program
- Mentor CANSail 1&2 instructors
- Help develop and implement new sailing and watersports programs
- Support the expansion of school, after-school, weekend and member programs
- Support the growth of WetFeet programming
- Explore opportunities to incorporate SUP, wing foiling and other watersports
- Identify opportunities to increase participation and improve the customer experience
- Provide recommendations to the Program Director regarding future program development

Race Program

- Support the development and operation of the Club's race programs
- Work with race coaches to ensure training and regatta schedules are coordinated
- Help ensure race coaches have appropriate equipment and resources
- Support beginner and advanced race programs
- Coordinate with volunteer race coaches where appropriate
- Attend and/or support selected regattas throughout the season

Collaboration & Club Engagement

- Work closely with the Program Director to align operations with program goals
 - Communicate operational issues and opportunities proactively
 - Participate in Club events and activities
 - Develop positive relationships with Club members
 - Act as an ambassador for South Port Sailing School
 - Help create a professional, welcoming and positive culture among staff, sailors and families
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Qualifications

We are looking for an experienced sailing instructor and leader who can combine strong sailing knowledge with organization, communication, customer service and practical problem-solving.

Required or preferred qualifications include:

- Minimum 3 years of sailing program experience, including 1 year in a leadership or supervisory role
- Sail Canada Instructor Certification
- Proven leadership and staff-management experience
- Strong communication and organizational skills
- Strong commitment to safety and instructional quality
- Proven ability to oversee fleet maintenance and equipment readiness
- Strong sailing and racing background
- Ability to work effectively with a volunteer Board and Program Director
- Ability to manage multiple priorities in a busy summer environment
- Strong customer-service orientation
- Current First Aid and CPR
- Coach Boat Safety certification
- Pleasure Craft Operator Card (PCOC)
- Experience with other watersports, including wing foiling or SUP, is an asset

The Right Candidate

The successful candidate should be someone who:

- Takes ownership rather than waiting to be told what to do
 - Is comfortable leading a team
 - Enjoys working directly with sailors and parents
 - Is organized and detail-oriented
 - Can solve problems quickly and calmly
 - Takes pride in maintaining boats and equipment
 - Communicates proactively
 - Is comfortable working in a hands-on environment
 - Wants to help build and grow a sailing program
 - Is an active sailor who wants to continue sailing, training and/or racing
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Salary & Benefits

- **25-30/hour, depending on experience, qualifications and capabilities**
 - Opportunity for additional income teaching lessons in evenings and weekends
 - Additional spring and fall coaching opportunities
 - Mentorship and coaching-development opportunities
 - Time to race during evenings and weekends
 - Optional time off for regattas and training events
 - Accommodation may be available for the right out-of-town candidate
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Application Process

Interested candidates should submit:

- Resume outlining sailing, coaching, leadership, program-management and maintenance experience
- Cover Letter describing why you would be a great fit for South Port
- Your availability for the June 28–August 27, 2027 summer season
- Your availability for potential spring and fall opportunities
- Your sailing and racing experience, including relevant regattas and results
- Your leadership and staff-management experience
- Your experience managing boats, fleets and equipment
- Your approach to customer service and parent communication

- Your sailing and racing plans for 2027

Selected candidates will be invited to interview with our Program Director and Board, either in person or via Zoom.

Application Deadline: October 15, 2026 (or until filled).

Please submit your application to:

Michael Weber
spsschair@gmail.com

We are an equal opportunity employer, and we will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Please contact us directly should you require accommodation through the application or interview processes.