

2025 INSTRUCTOR & ASSISTANT GUIDE

(FOR VOLUNTEERS AND PAID STAFF)

POSITIONS

- ☐ **Full-Time Camp Staff (Paid)**

We have a range of full-time camp positions: Sailing Instructors for beginner, adventure, and race classes, STEM Instructors for our fishing camp and STEM program, and Waterfront Coordinators to help things run in the office!
- ☐ **Part-Time Adult/Adaptive Instructors (Paid or Volunteer)**

We need part-time staff to instruct our adult and adaptive programs! Flexible timing to work around your work schedule and life. This is a great opportunity to share your love of sailing and an excuse to get out on the water! Full-time instructors are welcome to pick up shifts too!
- ☐ **Junior Instructors (Volunteer & Advancement)**

This is your pathway from Junior Sailing into an employment role. Volunteer and train as an instructor in the morning, racing and building sailing skills in the afternoon. We expect continued growth and involvement inside programming as part of your training.

APPLYING FOR A POSITION

- ☐ **Submit an Application Through our [Deputy Careers Page](#)**
 - ☐ Select the position you want to apply for; Full Time, Part Time, or Junior Instructor
 - ☐ Resume/CV

Deputy asks you to submit a resume or CV. Don't have one? Don't stress about it. You should be able to skip this part of the application.
 - ☐ Video portion

Be camera-ready when you apply! This year we have added a video portion to the application process.
- ☐ **Monitor and respond to email to schedule an interview**
- ☐ **Complete an interview**

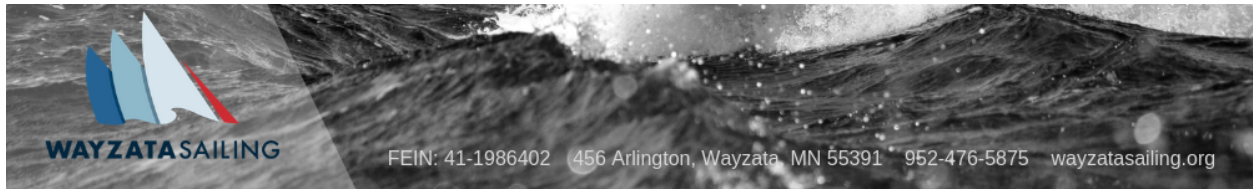
FOLLOW UP & OFFERS

- ☐ **If you do not receive a response within 2 weeks of your interview, please email office@wayzatasailing.org**

All interviewees receive a response. We're not in the business of ghosting!
- ☐ **Deputy Invite and Offer Letter**

Be prepared with your tax information when you are ready to accept your offer.

 - ☐ **New to Deputy**
 - Watch out for an email/text inviting you to join Deputy.
 - Download the app and set up your Deputy account.
 - Accept the job by signing the job offer contract inside your deputy account and filling out your W4
 - ☐ **Returning to Deputy**



- Make sure you have the deputy app downloaded on your phone
- We will send your job offer and W4 straight to your Deputy account. Watch for an email/text to prompt you to complete.

☐ **Deadlines**

- All offers will have a deadline attached. Please sign the contract and submit your W4 before the deadline.
- If you need an extension, or decline the position: please email office@wayzatasailing.org before the deadline.

• **Deputy Notes**

- Please ensure your personal information on Deputy is correct and up to date
- Enable notifications!** Otherwise, you will not get schedule updates.
- The Deputy smartphone application is where you clock in/out and record your hours, see shifts, mark unavailability, and submit required documentation.

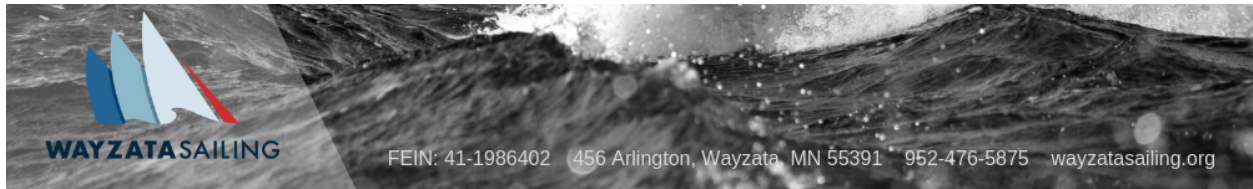
UPON ACCEPTING A PLACEMENT

☐ **Authorize Background Check**

- Once we receive your signed job offer, we will send you an invitation to authorize a background check screening.
- Watch for emails from Checkr prompting you to fill out your information and authorize a background check.
- You must complete authorization within **7 days of the invitation!** Otherwise, the request will expire.
- If you are under the age of 18:** You must have your parent or guardian sign the consent form. Be prepared to share it with them and complete the process together!

☐ **Complete and submit your required certifications/Documents through Deputy**

- All document submissions will go through Deputy this year! No more messing with Ultracamp!
- We will send a request for documents once we review your signed job offer. You will receive an email and text from Deputy when we are ready for you to submit documents.
- All required documents must be submitted before you start working!



TRAINING / SAFETY REQUIREMENTS [PAPERWORK AND SUBMITTALS]

Required certifications & paperwork must be submitted through your Deputy account prior to your first day. Your required submittals will be visible and uploaded under "Documents" inside your account. Please only upload a single instance, an Admin must review them before Deputy will mark them as completed.

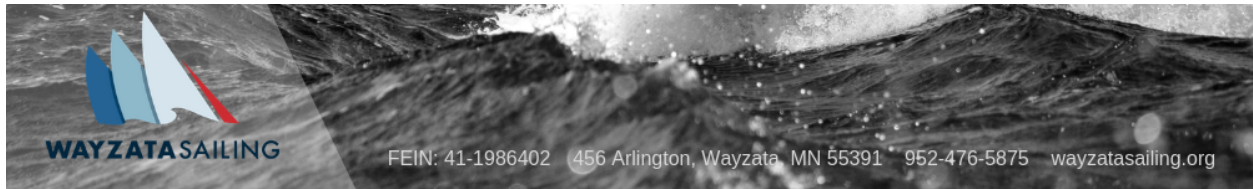
REQUIRED FOR ALL INSTRUCTORS & ASSISTANTS:

- ☐ [SafeSport](#) [FREE]
1 hour, free, online training, taken at your own pace / save-able. Focuses on safe sport practices, athlete communications, abuse prevention, and protection of minors.
- ☐ [CDC HeadsUp Concussion](#) [FREE]
Free state mandated training for all youth sports instructors, coaches, etc. 30 minute online training, taken at your own pace.
- ☐ [CPR/FA/AED with an in-person component](#) [COVERED COST ONLY ON PROVIDED DATES]
A valid First Aid, AED, and CPR Certification with an in-person component. Any [U.S. Coast Guard approved provider](#) will work, however Red Cross or American Heart Association are typically the easiest.
 - ☐ Refresher Course (In-person session for those with current CPR/FA/AED certification [can be expired up to 30 days prior], must provide proof of certification)
 - June 2nd, 5-7 pm
 - June 4th, 5-7 pm
 - June 11, 5-7 pm
 - ☐ New/Expired (Hybrid session for those who have never held a CPR/FA/AED certification or whose certification will expire more than 30 days before the in-person session. The online portion must be completed before the in-person date to participate.)
 - May 27th, 6:30 pm
 - June 2nd, 7-10 pm
 - June 4th, 7-10 pm
 - June 11th, 7-10 pm

*Each session needs at least 4 participants to run. We will inform you 2 weeks in advance if we need to cancel the session you are registered for.
*Sign-ups will open April 1st, 2025
- ☐ **Authorize your Background Check through Checkr [FREE]**

ADDITIONAL REQUIREMENTS FOR PAID INSTRUCTORS & ASSISTANTS:

- ☐ [2024 W-4](#) [FREE]
Complete this form. If it's new, ask your mom (particularly if you still file taxes with them)
- ☐ [2024 I-9](#) [FREE] [Submittal In person with office]
I-9 May be required: Employment Eligibility Verification. Page 3 lists the acceptable documents. Remember which documents you select and be sure to bring them in on staff training day / your first day of work!
- ☐ [NASBLA/Safe Boating](#) [\$30 - Nonreimbursable]
Most other states are ok, look for a little NASBLA compliant logo, certification does not expire. Online, at your leisure.



ADDITIONAL REQUIREMENTS FOR LEAD INSTRUCTORS & CERTAIN POSITIONS:

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US Sailing Instructor Certifications

Directly affect pay scale. Costs of these certifications, *if required*, are reimbursed by Wayzata Sailing following successful completion of course, and your submittal of receipts. Receipts must be received **DURING** the calendar year the certification was taken. We are unable to reimburse: memberships, travel, late fees, or physical book fees.

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Basic Keelboat Instructor

Wayzata Sailing: June 6-8, 2025

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Small Boat Level 1 Instructor

Requires online component prior to attendance, in addition to a 3 day in person session.

Sheboygan Youth Sailing Center: June 6-8, 2025

Wayzata Sailing: May 24-26, 2025

Wayzata Sailing: May 30-June 1, 2025

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Small Boat Level 2 Instructor & Small Boat Level 3 Coach

Courses scheduled and reimbursed upon hiring, interview, and request.

2024 PAY RATES

Wayzata Sailing utilizes a pay scale to fairly compensate hourly employees. To encourage safety, education processes, and increased training - pay scales are primarily based on current education and experience working with education or camp environments. A certain number of staff certifications on site are a REQUIREMENT as an Accredited Community Sailing Center, and we are not able to be flexible on this requirement.

The following schedule is in effect across all hourly WS positions and rates are adjusted annually. A Basic Keelboat Certification may be substituted for any level of small boat training and acts as an additional level of certification in the scale. Experience is defined as full time employment for a full season or relevant teaching experience. Junior Instructor Experience may or may not qualify for Experience depending on hours/seasons completed.

Certification Levels:

Relevant certifications with commensurate hours may be substituted for US Sailing levels, however these may still be necessary for employment.

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Certification level 1 30+ hours relevant training

One completed certification: eg. SBI 1 or BKI

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Certification level 2 46+ hours relevant training

Two completed certifications: eg. SBI 1-2 or SBI 1 & BKI

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Certification level 3 60+ hours relevant training

Three completed certifications: eg. SBI 1-3 or SBI 1- 2 & BKI

2025 Proposed Pay Scale:

Raises or bonuses are subject to completion of goal setting/review.

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Starting wage without Certification or Experience

\$15/hour

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Wage with Experience (JI or relevant employment)

\$17/hour

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Wage with Certification Level 1

\$19/hour

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Wage with Certification Level 1 and Experience

\$20/hour (typical staff placement)

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Wage with Certification Level 2 and Experience

\$21/hour

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Wage with Certification Level 3 and Experience

\$22/hour

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Merit-based raises

As negotiated, following goals setting/completion