

Roc City Sailing, Inc. (RCS)

Part-time Sailing Instructor Job Description

Rev. 21 Dec 2024

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. ***ROC City Sailing'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 Part-time Sailing Instructor

Reports to: RCS Board of Directors and RCS Head Sailing Instructor

Job Purpose / Overview: Support RCS Learn to Sail classes and other activities as a sailing instructor when available. Provide private and semi-private sailing lessons and small group sails to youth and adults per listed roles and responsibilities below. Communicate to and take direction from the RCS Board of Directors and RCS Head Sailing Instructor

Salary: \$18 to \$22 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: Part-time hours Monday through Saturday to fit your schedule during May through August.

Essential Duties and Responsibilities:

- o Develop sailing lesson plans based on student needs and objectives
- o Setup and manage lesson and small group sail schedules based on student availability
- o Track and report work hours to RCS staff following lesson completions
- o Implement RCS safety program and emergency procedures on and off the water
- o Support boat & equipment maintenance and repair
- o Ensure proper use and care of equipment and facilities
- o Establish and maintain effective working relationships with RCS staff, students, parents, and volunteers

Preferred Qualifications:

- **Education & Training:** (RCS will provide financial assistance for US Sailing certification & first aid courses)
 - o US Sailing Level 1, 2 or 3 Small Boat Sailing Instructor / Coach certification
 - o NY Boating Safety Course certification or equivalent
 - o Red Cross first aid/CPR/AED certification or equivalent
 - o SafeSport training
 - o CDC concussion training or equivalent
 - o NY State Sexual Harassment training
- **Knowledge & Experience:**

- o 2 or more years sailing/boating experience
 - o teaching and/or sailing instructor experience
 - o Sailboat racing
 - o Powerboat operation and safety
 - o Background in youth, high school and/or collegiate sailing
- ***Skills & Abilities:***
 - o Friendly, outgoing, collaborative personality
 - o Leadership, mentoring and motivational skills
 - o Positive attitude and role model for students and staff Effective verbal and written communication skills
 - o Boat maintenance and repair
 - o Comfortable working with and teaching adults, teenagers and children
 - o Flexibility to adapt to changing conditions
- ***Miscellaneous:***
 - o Typical Boats used for instruction: Opti / Pram Dinghy, Sunfish, JY15, Flying Scot
 - o RCS reserves the right to complete a background check on any applicants as part of the hiring process.
- ***Contact Details:***
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