Roc City Sailing, Inc. (RCS)

Senior 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 Senior Sailing Instructor

Reports to: RCS Head Sailing Instructor

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 Head Sailing Instructor.

Salary: $18 to $20 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: 6 to 8 weeks during June-July-August, typical 40-hour week, 8am-5pm, M-F plus the potential for additional part-time hours during June through August.

Essential Duties and Responsibilities:

- Contribute to development & execution of sailing lesson plans for youth and adult students based on US Sailing guidelines
- Execute RCS safety program and emergency procedures on and off the water
- Supervise and support RCS junior sailing instructor staff, Counselors in Training, and volunteers
- Manage and implement boat & equipment maintenance and repair
- Ensure proper use and care of equipment and facilities
- Implement RCS Human resource policies and procedures
- Manage and direct junior instructor roles and responsibilities
- Assist in evaluation and management of junior instructor performance
- Input to and support team decisions on daily program agendas based on weather and other environmental factors
- Assist in staff training
- Establish and maintain effective working relationships with RCS staff, students, volunteers, parents, and Board members
- Support 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 & first aid certification courses)*
  - US Sailing Level 1, 2 or 3 Small Boat Sailing Instructor / Coach certification

- NY Boating Safety Course certification or equivalent
- Red Cross first aid/CPR/AED certification or equivalent
- SafeSport training
- CDC concussion training or equivalent
- NY State Sexual Harassment training

- ***Knowledge & Experience:***
  - 4 or more years sailing/boating experience
  - 2 or more years teaching and/or sailing instructor experience
  - Sailboat racing
  - Powerboat operation and safety
  - Background in youth, high school and/or collegiate sailing

- ***Skills & Abilities:***
  - Friendly, outgoing, collaborative personality
  - Leadership, mentoring and motivational skills
  - Positive attitude and role model for students and staff 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

- ***Miscellaneous:***
  - Typical Boats used for instruction: 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:***
  - **Ralph Simpson**
    President
    Roc City Sailing Inc. https://roccitysailing.org/
    126 Elmore Road, Rochester NY 14618
    cell: 585-414-4692
    email: ralph.simpson@roccitysailing.org

    Rochester Canoe Club
    2050 Bay Shore Boulevard, Rochester NY 14622
    585-288-2380
    http://rochestercc.org/