

# 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:**

- o Contribute to development & execution of sailing lesson plans for youth and adult students based on US Sailing guidelines
- o Execute RCS safety program and emergency procedures on and off the water
- o Supervise and support RCS junior sailing instructor staff, Counselors in Training, and volunteers
- o Manage and implement boat & equipment maintenance and repair
- o Ensure proper use and care of equipment and facilities
- o Implement RCS Human resource policies and procedures
- o Manage and direct junior instructor roles and responsibilities
- o Assist in evaluation and management of junior instructor performance
- o Input to and support team decisions on daily program agendas based on weather and other environmental factors
- o Assist in staff training
- o Establish and maintain effective working relationships with RCS staff, students, volunteers, parents, and Board members
- o 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)
  - 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 4 or more years sailing/boating experience
    - o 2 or more years 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: Pram Dinghy, Sunfish, JY15, Flying Scot
    - o If needed, housing accommodations may be arranged for qualified applicants.
    - 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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