



*Community Boating Center
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Paddling Instructor

What is CBC?

The Community Boating Center (CBC) is a non-profit organization dedicated to making small-watercraft education, safe recreation, and marine stewardship accessible for all. We believe that the unique experience of being on a small boat pushes people to develop new skills, build trust in themselves and foster a therapeutic connection to the sea. The CBC is a blend of a community center and a watersports school that aims to push people to thrive in all aspects of their lives. We recognize that sailing, kayaking and rowing are often privileged experiences and we work hard to combat that paradigm. Our programs and services are available to all ages, abilities and backgrounds and we offer financial support in all of our programs.

We teach to US Sailing and American Canoe Association (ACA) standards through a variety of on-land and on-the-water programs. We also offer guided tours and community events designed to build curiosity and connect people to our mission. We make our fleet of kayaks, sailboats, rowboats and paddleboards available to rent and we offer year-round dry moorage — all efforts to reduce barriers and provide easy access to the bay.

The CBC was founded in 2006 by a core group of local water enthusiasts. We are not a club, there are no memberships or dues. We serve over 4,000 people annually and we are supported by a strong community of donors, volunteers, staff and participants.

Position Description:

At the Community Boating Center, we're committed to building a welcoming environment that cultivates a healthy, happy, and active boating community. With that in mind, our programs are focused on offering participants the right balance of support and challenge. Our instructors encourage participants' personal growth, self esteem, self awareness, and independence. We expect you to take the time to build relationships with each participant, and understand individual motivations and boundaries. It's important that our programs encourage participation and cooperation, and ensure respect for self, others, and property.

Kayak instructors teach on the water workshops, classes and private lessons to both adult and youth participants. They also run our guided paddles and enrichment programs. Instructor candidates must be self-motivated, able to work as part of a team or on their own and have experience teaching, preferably students from a range of backgrounds and abilities. Instructor candidates must effectively assess participants' comfort level and ability to ensure participant safety and enjoyment for everyone.

This position will work closely with fellow instructors, CBC administrative staff,

Instructors and volunteers. This position reports to the **Paddling Programs Coordinator**.

Position Term: This is a part-time, seasonal position from mid-April through mid-October. Scheduling preferences may be developed with your input at the discretion of the hiring manager. Additional hours may be offered in different departments or roles as needed.

General Duties:

- Develop daily lesson plans based on existing course curriculum and current weather conditions
- Implement both on land and on the water lessons
- Ensure all participant waivers have been completed prior to the start of the program
- Utilize the program roster to track attendance and submit a session report at the end of each class
- Provide leadership to students and assist in overseeing assistant instructors
- Communicate issues and opportunities to appropriate staff, managers or administrators
- Maintain a high level of cleanliness and organization within classrooms and CBC shared resources
- Understand and adhere to CBC's Staff Manual, including our safety policies and procedures

Requirements:

- Pass a background check and carry a WA State Boaters Card
- Ability to lift 75+ lbs
- Willing to practice safety measures, and adhere to organizational policies

Preferred Qualifications:

- Extensive sea kayaking, paddling or rowing experience
- Experience working with participants of all ages
- Current CPR/First Aid Certification
- Washington State Boaters Safety Card – may be acquired prior to start date
- Excellent communication skills: in person, over the phone, and by email
- Knowledge of kayaking, paddle boarding, and/or rowing
- Punctual and self-directed
- Possess a strong work ethic
- Passion for marine stewardship and environmental science
- Possess an **ACA Instructor Certification** – may be acquired prior to starting

Compensation:

Paddling Instructor Pay Scale			
ACA Certification Level	First Aid CPR Only	ACA Certified Instructor	ACA Level 1/2+
Paddling Teaching Experience	Limited Experience Teaching	>2 yr. Exp OR 2+ years w/o cert	2+ yr. Exp
\$18.66/hr Min	\$18.66	\$19.00 - \$19.50	\$19.50 - \$20.50

Compensation may also include gratuities accumulated during program delivery. Additionally, this position will receive a season pass to rent our boats and complimentary access to classes and events. They are also eligible for the CBC professional credentials reimbursement program. After earning over \$5,000 and completing one year of employment they are eligible for a 3% IRA employer match program.

How to Apply:

Fill out the job application form on our website and submit a cover letter, resume, and two professional references. Applications are due **March 15th**. If hired, there is mandatory staff training on **April 19th and 20th**. Staff must also attend department specific training depending on assigned roles.

Questions?

Feel free to reach out by email if you have any questions about the position or application process. Please do not stop by to discuss the position in person without making an appointment.

Email: Bryan Rust, Executive Director bryan@boatingcenter.org

CBC is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. CBC provides equal employment opportunities to all applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender, gender identity or expression, sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other classifications or characteristic protected by applicable federal, state, or local laws and ordinances.