Roc City Sailing, Inc. (RCS)
Head Sailing Instructor Job Description

Rev. 21dec2024

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. ***RCS'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 Head Sailing Instructor

Reports to: RCS President and Board of Directors

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 President and Board of Directors.

Salary: $20-25 per hour dependent on qualifications and experience

Job Classification: Non-Exempt (paid time and a half for hours >40 in a 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. Potential for additional part-time hours during June through August including some evening and weekend private lessons and small group sail excursions based on demand and availability.

Essential Duties and Responsibilities:

- Develop & execute sailing lesson plans based on US Sailing guidelines
- Manage RCS safety program and emergency procedures on and off the water
- Manage and Supervise RCS staff (1 to 2 Senior Instructors, 2 to 4 Junior instructors, Counselors in Training, volunteers)
- Manage boat & equipment maintenance and repair
- Ensure proper use and care of equipment and facilities
- Manage class attendance with RCS Board of Directors
- Manage and implement RCS Human resource policies and procedures
- Manage and direct RCS staff and volunteer roles and responsibilities
- Track and report weekly staff work hours to RCS Board representative
- Function as liaison with the RCS Board of Directors
- Evaluate and manage staff performance
- Manage decisions on daily program agendas based on weather and other environmental factors
- Conduct staff training
- Establish and maintain effective working relationships with staff, students, parents, volunteers, and RCS Board members
- Manage 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 certification & first aid courses)*
  - US Sailing Level 1, 2, and/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
  - 1 or more years sailing program management (head instructor)
  - Sailboat racing
  - Powerboat operation and safety
  - Background in youth, high school and/or collegiate sailing

- ***Skills & Abilities:***
  - Leadership, mentoring and motivational skills
  - Team facilitation
  - Positive attitude and role model for students and staff
  - Flexibility to adapt to changing conditions
  - Comfortable working with and teaching adults, teenagers, and children
  - Friendly, outgoing, collaborative personality
  - Effective verbal and written communication skills
  - Boat maintenance and repair

- ***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:***
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