

# Zig Zag Yacht Club



## Job Description

### Position: Sailing Instructor Coordinator

#### General description:

Appointed by the Board and reporting to the Program Administrator, this position is responsible for organizing and supervising the Summer Sailing Program.

#### Specific responsibilities include:

1. Assigning and supervising paid instructors, with assurance of their appropriate skills and safety training qualifications/certifications;
2. Scheduling instructional groups and instructors;
3. Assist with boat set-up, storage and routine care;
4. Ensure all lessons are well planned for the week of program;
5. Supervise use and maintenance of Club equipment and facilities during the Summer Sailing Program;
6. Direct safety measures for all onshore and on-the-water training aspects of the Sailing Program;
7. Ensure compliance with legal requirements for youth programs, including completion of coach/instructor checks, and that appropriate supervision, safety measures and parental authorization are in place at all times;
8. Other functions and tasks within the above general scope of responsibilities, as assigned by the Program Administrator.

#### Qualifications:

- CANSail Fundamental Course CANSail Fundamental Course Provincial Sailing Association
- CANSail Student Level CANSail 1-6 CANSail 1 & 2 Instructor: CANSail 4 CANSail 3 & 4 Instructor: CANSail 5 CANSail 5 & 6 Instructor)
- First Aid & CPR Standard Level First Aid – (From a Nationally recognized provider, with a course length of a minimum of 13 hours; (ex: St. John Ambulance Canadian Red Cross Other Accredited).
- Coach Boat Safety Course (ex: Provincial Coach Boat Safety Course or Sea Cadet S.C.O.P. Course);
- Pleasure Craft Operator Card Boating License Transport Canada.

The successful applicant must provide a Criminal Record Check that includes a Vulnerable Sector Search, Child Abuse Registry Check prior to the commencement of employment.

**Anticipated time demands (after initial familiarization period):** 20-40 hours per week during the Summer Sailing Program.

Salary: Commensurate with experience and training and according Provincial pay scale.

Submit Resume, cover letter and reference to: Michelle Williams at [michybaz@gmail.com](mailto:michybaz@gmail.com)

Deadline for Application is: \_\_\_\_\_

We thank all who apply, however only those selected for an interview will be contacted.

**All Board-appointed positions are for one year terms, renewable annually on the recommendation of the Board member responsible for the position.**