

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Assistant Sailing Instructor
Reports to: Outdoor Programs Coordinator
Position Status: Part Time – Non Exempt

JOB SUMMARY

The Assistant Sailing Instructor is an entry level position assisting with class instruction on and off water. This position is an opportunity to learn more about the sailing program while also developing one's teaching, facilitation, and technical skills by working with experienced Sailing Instructors.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Assist with instructing participants, providing group direction, and maintaining safety.
- Help the Sailing Instructor plan, implement, and facilitate a variety of sailing programs
- Help with the proper handling of first aid and emergency situations within scope of training.
- Help coordinate class lesson plans, material lists, and duties with other Outdoor Programs staff and any volunteers prior to start of class.
- Maintain close supervision and maximize safety of staff and participants at all times.
- Establish and maintain effective relationships with staff and participants.
- Help supervise proper use and condition of equipment and materials.
- Help set up and tear down class equipment.

ASSOCIATED JOB FUNCTIONS

- Ability to perform minor boat, dock, and sail maintenance.
- Communicate effectively and professionally with class participants, parents, and staff as needed.
- Help prepare sailing equipment and supplies each day, ensuring minimal work needs to be done the following morning or class. Examples include topping off fuel, cleaning trash, and ensuring equipment is stored properly, among others.
- Assist with boat cleaning, boat moving, and maintenance when required.
- Report any safety hazards to supervisor and take corrective action immediately if possible.
- Perform other duties and responsibilities as assigned by Sailing Instructor or supervisor.
- Attend appropriate in-service training sessions as required.

QUALIFICATIONS

- Must be age 16 or older.
- Current CPR & First Aid (WFA or WFR preferred)
- Valid Washington Driver's License
- Washington State Boater's Education Card preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Passion for sailing, working with kids, and the environment.
- Must have a positive, enthusiastic, and flexible attitude.
- Demonstrated punctuality and reliability in work habits.
- Willingness to accept supervision and direction while communicating effectively with supervisor.
- Experience sailing small craft, operating outboard engines, piloting motorized craft, teaching experiential education, working with youth, helping lead group facilitation, and thorough understanding of equipment used in a sailing program.
- Ability to perform minor boat, dock, and sail maintenance.

- Must possess strong problem solving skills and an ability to adapt to changing program needs depending upon weather, student behavior, number of boats, etc.
- Willingness to work according to agency policies, procedures, and scope of training.
- Knowledge and experience assisting with first aid and emergency situations, as well as administering preventative care.
- Willingness to learn from others, be flexible, and to grow as a professional outdoors instructor.
- Willingness to take on varied tasks to support the program
- Good physical condition

WORK ENVIRONMENT AND PHYSICAL EFFORT

- Ability to lift and carry up to 40 lbs.
- Exposure to extended periods of sunlight.
- Programs are held in various locations, often in challenging environments that may include snow, rain, strong wind, cold temperatures, high elevations, and uneven terrain.