

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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**Title:** Sailing Instructor  
**Reports to:** Outdoor Programs Coordinator  
**Position Status:** Non PERS eligible Part Time

### **JOB SUMMARY**

The Sailing Instructor is responsible for teaching the sailing program, program safety, supervision of staff and participants, and ensuring all sailing equipment and supplies are ready each day for sailing lessons. This position requires strong interpersonal, supervisory, and safe decision making skills as well significant experience sailing small craft, teaching experiential education to youth, and group facilitation.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

- Plan, implement, and facilitate all levels of sailing classes.
- Lead participant lessons, provide group direction, maintain safety, and supervise activities.
- Establish and communicate expected conduct to ensure a safe learning environment. This includes clear instruction about all on water activities before students and/or staff leave the dock.
- Coordinate class lesson plans, material lists, and duties with the Assistant Outdoor Instructor prior to start of class.
- Maintain an effective relationship with Assistant Outdoor Instructor.
- Supervise proper use, organization, and condition of equipment, dock facilities, and materials.
- Ensure the proper handling of first aid and emergency situations within scope of training.
- Serve as a role model for staff and participants in the sailing program, exemplifying integrity, respect, responsibility, and encouragement.

### **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.
- Responsible for acquiring and checking class roster before start of class; keeping attendance records; checking off skills sheet for students; handing out and collecting program evaluations; and filling out incident report forms.
- Attend appropriate in-service training sessions as required.
- Perform other duties and responsibilities as assigned by supervisor.

### **QUALIFICATIONS**

- Must be age 18 or older.
- Must possess a valid Washington State Driver's License
- Current CPR & First Aid certification.
- Current US Sailing Association Small Boat Sailing Level 1 (Dinghy) Instructor certification
- Washington State Boater's Education Card

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Passion for sailing, working with kids, and the environment.
- Strong experience sailing small craft, operating outboard engines, piloting motorized craft, teaching experiential education, working with youth, leading group facilitation, and thorough understanding of equipment used in a sailing program.
- Ability to assess safe operating conditions for each class and make sure participants and instructors are adequately prepared.
- Ability to perform minor boat, dock, and sail maintenance.
- Ability to supervise and direct staff on programs in a professional manner.
- Demonstrated punctuality and reliability in work habits.
- Must possess strong problem solving skills and an ability to adapt to changing program needs depending upon weather, student behavior, number of boats, etc.
- Strong interpersonal, supervisory, and safe decision making skills.
- Willingness to work according to agency policies, procedures, and scope of training.
- Must have a positive, enthusiastic, and flexible attitude.
- Excellent physical condition

## **WORK ENVIRONMENT AND PHYSICAL EFFORT**

- Ability to lift and carry up to 50 lbs.
- Exposure to extended periods of sunlight.
- Classes are held on the water often in challenging environments that may include snow, rain, strong wind, cold temperatures, and fog.