



Saint Croix Sailing School, Inc, PO Box 732, Hudson, WI 54016  
[www.saintcroixsailingschool.org](http://www.saintcroixsailingschool.org)

## **Lead Sailing Instructor**

### **Reporting Structure**

The Lead Sailing Instructor reports directly to the Senior Lead Sailing Instructor.

### **Description**

A Lead Sailing Instructor has at least one year of sailing experience with SCSS. In this role, an individual works with Sailing Instructors to assist in shore side and on-the-water drills. Work weeks are approximately 40 hours a week and may include some evening or weekend shifts to support sailing lessons for children, adults and special user groups along with possible racing events.

### **Responsibilities**

- Instructors will demonstrate a commitment to working as a team and be supportive of the efforts of their fellow instructors.
- Arrive and be ready to begin work at the scheduled time and dressed for the weather.
- Assists Sailing Instructors in daily activities (safety, rigging, assisting sailors, etc)
- Be an appropriate role model for the students. Encourage the highest levels of sportsmanship and behavior. Generate enthusiasm and commitment to learning, while maintaining a commitment to St. Croix Sailing School's program objectives: safety, fun and learning.
- Assists in boat maintenance and repair, stressing the importance of equipment maintenance and general seamanship.
- Encourages others in daily set up/clean up, attending to sailors, reporting to supervisor, following directions
- Responsible for reporting accidents/illness, both minor and serious, to the Senior Lead Sailing Instructor and parent/guardian, and for making the appropriate notes in the Injury Log.
- Responsible for insuring that the safety boats have the necessary and required safety and teaching equipment, before going out on the water.
- Responsible for reporting any problems with the condition of any boat used in the program to the Senior Lead Sailing Instructor and logging them in the Maintenance Log. Instructors are expected to take care of minor repairs as needed (i.e. replacing frayed lines, broken shackles or cleats and ring dings, etc.). Repairs or maintenance of a more serious nature will be handled by the Operations team.
- The Senior Lead Sailing Instructor and instructors will meet at the end of each day to review the day, discuss pertinent issues, and plan/prepare for the next day. Once a week, the Junior staff will meet with the Program Director. Instructors are expected to be open and honest in their communication with students, parents, instructors and staff alike.
- Follow course curriculum as designed. Instructors are responsible for developing the daily lesson plans for their respective classes. It is expected that instructors will make full and constructive use of the time scheduled for classes and show creativity and excitement with their classes to the best of their ability.

- Responsible for all landside and on-the-water aspects of the conduct of their classes. This includes assisting students with the preparation and launching of their sailboats, reviewing and ensuring that rigging is done correctly, and that the boats are in safe, working condition.
- Responsible for making sure all boats, both safety and sail, are properly secured and put away, and that any extraneous equipment or materials (including trash) are removed.
- Willingness to obtain ASA 101 certification
- Any additional tasks as assigned

### **Qualifications**

- 18+ years old
- Two or more years sailing experience
- Strong swimming skills
- WI Safe Boating Certificate
- Certified US Sailing Instructor (minimum Level II Small Boat Sailing Instructor) or have comparable certification.
- Maintain current CPR and First Aid certifications.
- Participate in mandatory instructor training sessions

### **Preferred Qualifications**

- High School Sailing Race Team experience
- Mechanical aptitude and boat repair experience