



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

## **Sailing Program Assistant Director**

### **Reporting Structure**

The Sailing Program Assistant Director reports directly to the Sailing Program Director.

### **Description**

The Sailing Program Assistant Director assists the Sailing Program Director in overseeing the management, administrative and off/on water coaching and teaching responsibilities of a summer seasonal sailing program in Hudson, WI. Work weeks are approximately 30-40 hours a week during summer months, June – August, but may include periodic hours throughout the off season in assisting the Sailing Program Director in assigned tasks. In season, position may include some evening or weekend shifts to support sailing lessons for children, adults and special user groups along with possible racing events. Salary will be based upon experience and qualifications.

### **Sailing Program Management Responsibilities**

- Assist in managing youth and adult sailing education programs according to the mission and goals of the SCSS BOD.
- Ensure policies are followed for use of all boats and daily care including washing and proper storage
- Assist with instructor recruiting, training, oversight and management
- Enforce and implement safety procedures, on and off the water
- Assist with increasing overall program participation
- Assist in scheduling of classes with Sailing Program Director
- Assist in scheduling of instructors according to school needs and budget
- Work with parents and students to provide positive sailing experiences for all
- Assist in organizing several youth regattas with President and other planning committee members
- Assist with management of all facilities and equipment
- Advise and assist with equipment purchases, commissioning, and decommissioning
- Participate in local and regional sailing program directors' groups
- Any additional tasks as assigned

### **Coaching and Teaching Duties:**

- Provide, and be able to lead by example on the water, teaching skills as needed across all learning platforms
- Foster the development of basic boat handling and waterfront skills with comfort and self-confidence.
- Be a role model and a leader in the local and regional sailing communities, generate enthusiasm and commitment to learning while maintaining a commitment to SCSS's program objectives: safety, fun and learning.

- Any additional tasks as assigned

### **Administrative Duties**

- Ensure all daily and monthly checklists are completed by reviewing and signing off as appropriate
- Facilitate cooperation and communication between SCSS and St. Croix Marina
- Facilitate cooperation and communication between area clubs and sailing programs
- Assist with fundraising as requested by SCSS BOD
- Any additional tasks as assigned

### **Required Qualifications**

- Two or more years sailing experience
- Previous supervisory experience
- Well experienced in MS Office Suite
- Two plus years teaching and working with children
- ASA 101 Instructor certification, or able to obtain prior to start of first season
- Strong swimming skills
- WI Safe Boating Certificate, or able to obtain prior to start of first season
- Certified US Sailing Instructor (minimum Level 2 or 3), or able to obtain prior to start of first season
- Maintain current CPR and First Aid certifications, or able to obtain prior to start of first season
- Participate in mandatory instructor training sessions
- Complete safe sport training, or able to obtain prior to start of first season

### **Preferred Qualifications**

- 4-year degree in Business, Athletics, Sports Management or related field
- Social media experience marketing businesses
- High School or college sailing racing experience