



Saint Croix Sailing School, Inc, PO Box 732, Hudson, WI 54016
www.saintcroixsailingschool.org

Sailing Program Director

Reporting Structure

The Sailing Program Director reports directly to the President of the St. Croix Sailing School Board of Directors (SCSS BOD).

Description

The Sailing Program Director oversees the management, administrative and off/on water coaching and teaching responsibilities of a summer seasonal sailing program in Hudson, WI. Work weeks are approximately 5-10 hours in off season and 30-40 hours a week during summer months, June - August. 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:

- Manage youth and adult sailing education programs according to the mission and goals of the SCSS BOD.
- Create and implement policies for use of all boats and daily care including washing and proper storage
- Instructor recruiting, training, oversight and management
- Develop and document youth sailing program concepts and curriculums for lil'luffers, learn to sail, intermediate sailing and racing.
- Develop and document programs for staff training
- Assist in developing annual budget and forecasting
- Develop, enforce and implement safety procedures, on and off the water
- Increase overall program participation
- Assist in scheduling of classes with President and other planning committee members
- Scheduling of instructors according to school needs and budget
- Work with parents and students to provide positive sailing, rowing and motorboat experiences for all
- Organize 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
- Work closely with Sailing Program Assistant Director to ensure all classes have adequate instructional coverage
- 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:

- Attend all SCSS BOD meetings
- Ensure all daily and monthly checklists are completed by reviewing and signing off as appropriate
- Increase social media presence and awareness of the SCSS
- Work with program planning committee to create and update online registration site
- Coordinate payroll with SCSS Treasurer
- Maintain current MISSA registration
- 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
- Report to the President and SCSS BOD regularly on programs, personnel, progress and future plans by providing monthly reports
- Assist in developing and implementing a strategic plan (1 year, 3 year)
- Any additional tasks as assigned

Required Qualifications

- Two or more years sailing experience
- Previous supervisory experience
- Well experienced in MS Office Suite
- Three 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