

*Sailing Coordinator*

Position Purpose:

The purpose of this position is to supervise of all individuals utilizing Town Beaches, with special attention to sailing and boating activities and classes. The Sailing Coordinator must have the ability to work harmoniously with the participants and the general public while at the same time ensuring a fun, safe environment for children and adults. Sailing Coordinator must be at least 20 years of age, hold current American Red Cross Lifeguard Training certification, current First Aid/CPR/AED for the Professional Rescuer certification and have at least 5 years boating experience, 2 years in a supervisory role related to water activities.

Supervision:

*Supervision Scope:* Works in conjunction with the Aquatics Director and PRCE Director to formulate decisions for the sailing and boating program; works with PRCE Director to set sailing schedule and program information in the pre-season.

*Supervision Received:* Works under the direction of the Aquatics Director.

*Supervision Given:* High levels of supervision given to sailing and boating lesson participants and boat rental patrons; serves as direct supervisor for Sailing Instructors and Sailing aides.

Job Environment:

Work is performed in outdoor conditions with moderate to loud noise and frequent interruptions.

May have occasional exposure to inclement weather, sand, sun and other adverse elements; high levels of noise.

Will have occasional exposure to gas and irritating chemicals for sailing equipment.

Essential Functions:

Duties same as a lifeguard and also include:

Oversees and Coordinates all boating and sailing activities including sailing lessons, boat rentals, and camp sailing activities.

Ensures the safety of the participants at the waterfront and on the lake.

Creates and facilitates all sailing and boating activities; performs program assessments and devises reports on program highlights and goals to PRCE Director when necessary.

Coordinates assistance from appropriate Lifeguards and Beach Staff as needed.

Responsible for the instruction of sailing and boating lessons in accordance with the State of Massachusetts Safe Boating Guidelines.

***Sailing Coordinator***

Maintains safety of the affected program areas, sailing and boating equipment, life vests and paddles. Provides maintenance reports on all sailing and boating equipment to PRCE Director and Aquatics Director. Report defects to Supervisors immediately.

Assists in overseeing children in group lessons and for aquatic special events.

Interacts with parents in a positive manner.

Conducts private lessons when schedule and staffing hours allow.

Provides guidance and leadership to beach patrons and boating participants.

Conducts oneself in a professional and courteous manner.

Other duties as assigned by the Aquatics Director and.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Must be at least 20 years of age and hold current American Red Cross Lifeguard Training certification and current First Aid/CPR/AED for the Professional Rescuer certification. In addition, must have at least 5 years experience working with children in a learning or teaching environment, with 2 years in a supervisory role, and 5 years of boating experience. Massachusetts Safe Boating Certification preferred, but not required.

**Special Requirements:**

Current American Red Cross First Aid/CPR/AED for the Professional Rescuer certifications; American Red Cross Lifeguard Certification required.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must lift/move objects weighing up to 45 pounds. Must be able to access all beach and waterfront areas including deep docks and sailboat moorings. Manually operate all beach and boating equipment including masts, oars, rudders and gas-run motor boat. Vision and hearing at/or correctable to normal ranges. Must be able to meet all physical requirements designated for Lifeguards by the American Red Cross Lifeguarding Today Course recognized nationally.

Duties also include supervision of children and public beach-goers. Must meet the minimum age requirement to be considered eligible for employment.

***(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)***