

Charlottetown Yacht Club Head Junior Sailing Instructor 2019

Full-time temporary Position (8-9 weeks)

Description:

This position is responsible for the delivery of the CANSAIL Curriculum to youth enrolled in the Junior Sailing program of the Charlottetown Yacht Club. The Head Junior Sailing Instructor shall oversee instructors, maintain equipment and strive to provide a safe and enjoyable time for the students at the Charlottetown Yacht Club.

Duties will include:

- Supervise Instructional Staff.
- Ensure instructors are providing a safe and ethical environment for students.
- Determine which instructors will teach each CANSail level.
- Always be involved and informed on any issues with any instructors/students and possible disciplinary actions.
- Communicate all issues to the Junior Sailing Director in a timely manner.
- Provide guidance to junior sailing instructors to create lesson plans.
- Conduct regular staff meetings.
- Assist Junior sailing instructors to complete progress reports where needed.
- Complete Evaluation report on each Junior Sailing Instructor at the end of the season and forward to the CYC Manager.
- Maintain Sail Canada certifications and make a valid effort to seek professional development as often as possible.
- Obey the Sail Canada Code of Conduct.
- Encourage instructors to seek professional development annually or biannually
- Maintain CYC Property & Equipment
 - Ensure coach boats and dinghies are cleaned and secured at the end of each day Where possible or practical conduct repairs on CYC equipment.
 - Report equipment deficiencies to the CYC Manager as soon as practical. Ensure junior sailing shed is clean and secured at the end of each day
- Organize a pre-season setup and post season tear down of applicable equipment and boats, which may include CYC members, junior sailors, parents and junior sailing staff.
- Communicate with Supervisors, Peers, Parents and Students
 - Be in constant communication with parents, coaches and students.
 - Report directly to the General Manager of CYC.
 - Communicate with the Junior Sailing Director weekly
- Remain updated on national sailing and racing standards.
- Maintain a standard of professionalism and instill this in other instructors.
- Fundraising/Promotions/Awards night
- Assist the Junior Sailing Director with scheduled fundraising activities.
- Host a graduation night for students.
- Other duties as required by the Director of Junior Sailing and General Manager of the CYC.

Qualifications & Certifications:

All Instructors must be a minimum of 16 years of age and be certified through the National Sport Authority (Sail Canada) and have the following credentials as a minimum:

- Cansail 1-2 Coach
- Cansail 3-4 Coach
- VHF Operators Certificate
- CPR/First Aid
- Coach boat Safety
- Bi Weekly Hours: 80 hours bi-weekly

Salary:

Base \$14.25 plus increases for coaching levels and experience. Final determination based upon the Junior Sailing Pay Matrix.

Application deadline:

February 25, 2019

Resumes can be submitted to: manager@cyc.pe.ca
