PIERS PARK SAILING CENTER, INC. (PPSC)
JOB DESCRIPTION

Job Classification: Sailing Instructor I  Reports to: Operations Director
Functional Title: Adult Program Instructor
FLSA Status: Non-Exempt

Mission of Piers Park Sailing Center: Inclusive empowerment through community sailing

Job Summary:
The sailing instructor will be the first contact that the student has with PPSC. They, therefore, must be friendly, courteous, and knowledgeable of the rules, regulations, and operations of the Center. Instructors must be enthusiastic about the sport of sailing and seek to expose students to the fundamentals of sailing as well as the importance of the natural environment in which we sail and the basic leadership skills inherent in the sport of sailing. The instructor creates an enriching and sage experience for the students.

Essential Functions:
1. The Instructor must be able to teach safety, boat handling, and sailing theory to students in Sonars who are beginning, intermediate, or experienced with sailing.
2. The Instructor must be able to develop and follow lesson plans that include dry land and on-the-water drills and inclement weather lessons.
3. The instructor must follow the US Sailing Basic Keelboat curriculum
4. The Instructor must have empathy for the students and be able to adapt to their individual needs, including the use of specialized equipment for students with disabilities.
5. The Instructor is responsible for notifying students of schedule and weather conditions. Accurate records of incidents, injuries and boat damage is required.
6. Instructor duties include care and maintenance of boats and the facility at the direction of their supervisor or the Operations Director.
7. On occasion, the sailing instructor will be required to fulfill the duties of a Dock Staff/Waterfront Coordinator. These duties include providing general and on-shore assistance to users and sailing instructors, monitor users on the water and provide on-the-water assistance and/or rescue as situations dictate. The Instructor will also be required to perform administrative tasks such as collecting checks, cash, and accepting credit card payments for lessons and memberships.
8. The Instructor must have knowledge and respect of the rules and regulations of the Center and of Boston Harbor and be able to enforce them. The Instructor must be familiar with PPSC’s Risk Management Plan.
9. The Instructor will perform additional tasks to assist in outreach of organization: interviews, helping out at events, etc.
10. The Instructor will help to maintain and clean the docks, boats, and grounds before and after classes

Qualification/Education/Experience/Personal Characteristics:
1. Must have a passion for sailing and the environment. Must have a positive, enthusiastic, and flexible attitude.
2. Must possess strong problem solving skills and an ability to adapt to changing program needs depending on weather, number of students, number of boats, etc. Knowledgeable of applicable Federal, State, and Municipal Laws and Regulations.
3. Must have high energy level, superior interpersonal skills and ability to function in a team atmosphere. Good verbal and written communication skills. Must possess current CPR and First Aid certifications.
4. Must possess functional vision and hearing, and the ability to read and speak English. Bilingual and Multilingual candidates are encouraged to apply.
5. Must have minimum 3 years of sailing experience. US Sailing Level 1, Basic Keelboat, or Keelboat Instructor certification preferred.

Physical Demands:
General requirements: Full upper extremity range of motion, full lower extremity range of motion
*Continuous: Hearing, talking, sitting, managing tiller and sheets
*Frequent: Standing, walking, reaching with hands and arms, stooping and crouching, lifting, maneuvering equipment

RECEIPT AND REVIEW OF FUNCTIONAL JOB REQUIREMENTS

I, ______________________________________, have read, understand and agree to the above functional job description. I understand the essential functions, qualifications, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions of this position without reasonable accommodation or I have informed you of my need for an accommodation. I understand that the contents as presented are a matter of information and should in no way be construed as a contract between Piers Park Sailing Center, Inc and its employees. Piers Park Sailing Center, Inc reserves the right to change any part of this job description as circumstances require.

Employee’s Signature ___________________________________________ Date __________________

Manager’s Signature ___________________________________________ Date __________________