

## Sailing Director

### Position Overview:

The Director of Sailing Program is a leadership role responsible for overseeing and managing all aspects of a sailing program. The individual in this position will be tasked with developing and implementing a comprehensive sailing curriculum, coordinating sailing activities, ensuring safety protocols are in place, and fostering a positive and inclusive environment for participants. This role requires strong sailing expertise, effective communication skills, and the ability to lead a team of instructors and sailors.

### Key Responsibilities:

#### 1. Program Development and Management:

- Develop a comprehensive sailing curriculum suitable for participants of all skill levels and ages.
- Plan and schedule sailing activities, courses, and events throughout the year.
- Manage program logistics, including equipment maintenance, inventory, and facility upkeep.
- Collaborate with the Board of Directors to set program goals and objectives.

#### 2. Safety and Risk Management:

- Implement and enforce strict safety protocols to ensure the well-being of all participants and staff.
- Conduct regular safety inspections on boats and equipment.
- Train instructors and staff in emergency procedures and risk management.

#### 3. Team Leadership:

- Recruit, hire, and train a team of qualified sailing instructors and support staff.
- Provide ongoing support, guidance, and professional development opportunities for staff members.
- Foster a positive and collaborative team culture that promotes excellence and a passion for sailing.
- Manage Employee work hour, Scheduling weekly time for coaches and volunteers, approves work hours through payroll system

#### 4. Participant Engagement:

- Create a welcoming and inclusive environment for participants, promoting a love for sailing.
- Develop initiatives to attract new participants and retain existing ones.
- Participant Engagement:
- Address participant concerns and feedback promptly and professionally.

5. Community Relations

- Act as a liaison between the sailing program and the community, building positive relationships with stakeholders, parents, and local organizations.
- Represent the sailing program at community events, promoting its benefits and achievements.

6. Event Coordination:

- Organize and manage sailing events, competitions, and regattas.
- Coordinate logistics, scheduling, and participant registration for events.

7. Continuous Improvement:

- Stay updated with industry trends, best practices, and changes in sailing regulations.
- Evaluate program effectiveness and implement improvements based on data and feedback.

Qualifications and Requirements:

- Extensive experience in sailing, preferably with formal certifications or qualifications.
- Previous leadership experience, ideally in managing a sailing program or similar recreational programs.
- Strong knowledge of safety protocols and risk management in the context of sailing activities.
- Excellent organizational, communication, and interpersonal skills.
- Ability to motivate and lead a diverse team of sailing instructors and support staff.
- Passion for working with people of all ages and backgrounds, promoting a love for sailing.
- Proficient in budget management and financial oversight.
- Problem-solving skills and the ability to handle various challenges that may arise during program operations.
- Flexibility to work irregular hours, including weekends and evenings, to accommodate program needs.
- Valid certifications in first aid, CPR, and boating safety

As the Director of Sailing Program, you will play a crucial role in providing a safe, enjoyable, and educational experience for participants while fostering a deep appreciation for the sport of sailing. Your leadership and dedication will contribute to the program's success and growth within the community.