



## Director, Detroit Community Sailing Center Job Description

Reports to: President, Detroit Community Sailing Center

Supervises: All sailing, maintenance and launch staff

### Education, Core Competencies and Experience

- Degree preferred in Recreational Management, Business, Science or Education preferred
- US Sailing Small Boat Level One Instructor certification required
- Experience as sailing instructor, coach and competitive sailing required
- Proficiency in operating motorized safety boat required
- Operation, maintenance and repair experience on 420, Optimist, Flying Scot, Interlake and Tartan 10 boats preferred
- STEM and water safety experience preferred
- Knowledge of State and US Coast Guard regulations with the ability to perform required roles in emergency situations
- Knowledge of DRYA sanctioned regatta requirements and procedures.
- Administrative and organization capability using digital and online resources preferred (Mailchimp, Signup Genius, WhatsApp, Facebook, Twitter, Weebly Website, PayPal, Remind, etc.)

### Job Expectations

- Role model for staff and participants exemplifying safety, integrity, commitment, respect, responsibility, and cooperation
- Promote organization's mission to teach the sport of sailing to youth who would otherwise not get the opportunity
- Continuous effort to increase:
  - Participation levels
  - Community access to Detroit's waterways
  - Revenue
  - Cost reductions

### Job Tasks/Duties

- Manage in-season day-to-day sailing operations
- Supervise staff
- Instruct participants
- Oversee daily start-up and close-down operations
- Oversee budget and payroll
- Manage the physical operation of the facility
- Manage maintenance of boats and equipment
- Plans and coordinate regatta activities
- Recruit sailing, maintenance and launch staff both paid and volunteer
- Recruit and register participants
- Conduct instructor and volunteer training and orientation
- Communicate job description information and expectations to instructors and helps them develop effective instruction techniques
- Conduct participant and parent orientations
- Interact with parents of youth program and adult participants
- Enforce and execute emergency, safety and conduct rules and procedures
- Perform first aid and first responder as required

- Review youth learn to sail, STEM and water safety programs and revise/update as needed
- Review adult programs and revises/update as needed
- Design sailing curriculum and update as necessary
- Review and revise job descriptions for instructors as needed
- Provide season-end report of programs and instructors
- Plan and oversee pre and postseason maintenance, launch, haul out and winter storage of boats and equipment

**Hours of Operation** (subject to changes)

Support operations dates/hours as outlined below:

- Season planning and registration launch: Late February early March
- Youth program: June through early August mornings 9 am to noon
- Adult program: Beginning on Wednesdays May through end of September, Intermediate Mondays May through June
- Tartan 10 programs: May through September evenings Tuesday, Wednesday and Thursday
- Other youth programs as scheduled
- Launch and Maintenance: Late April early May
- Haul out and Maintenance: September and early October