



Bourne Community Boating, Inc.

▪ P.O. Box 3157 ▪ Bourne, MA 02532 ▪ www.bournecommunityboating.org

Head Sailing Instructor Job Description

JOB TITLE: Head Sailing Instructor

JOB SUMMARY: Bourne Community Boating on Cape Cod, Massachusetts USA is seeking a highly qualified Head sailing instructor for the 2022 sailing season June through August. This position is full-time and will work primarily Monday through Friday 8am-5pm though additional Saturday or evening hours may be required. BCB's summer program consists of two weeks of staff training followed by eight weeks of Summer Sailing School which is primarily focused on youth sailing instruction.

ESSENTIAL FUNCTIONS: Lead a group of 4-5 young adult sailing instructors in designing, planning, implementing and following up on sailing instruction for children and adults as assigned, to include lesson planning, program preparation, coordination of resources with other staff, maintaining a safe and effective learning environment for a group of students, clean up, and basic repairs. This position is in a leadership role and is expected to demonstrate excellent teaching, customer service and staff management skills.

NONESSENTIAL FUNCTIONS: Vary, as assigned.

MINIMUM EDUCATION REQUIRED:

- US Sailing Level 1 certification or higher.
- CPR, First Aid, and Safe Powerboat Handling.

EDUCATION PREFERRED:

- Lifeguard certification
- US Sailing Level 2 or high certification
- USCG Launchtender or higher license.
- Completed two or more years of college education.

PHYSICAL DEMANDS (subject to change):

- The ability to lift, push, pull 50 pounds regularly
- Manual dexterity and mobility including the ability to operate all parts of both power boats and sail boats.
- Use of the hands for basic/fine grasping and manipulation including effectively and safely using ropes, wires, levers and simple tools.
- The ability to move safely over uneven or slippery terrain and shifting surfaces and to assist others in doing the same.

- The ability to hear and respond quickly to sounds and instructions, communicate effectively in loud areas and identify potentially dangerous situations.
- The ability to see and respond to dangerous situations including near, far, peripheral, depth perception, and ability to distinguish basic colors.
- The ability to work in extreme weather including constant exposure to bright sunlight, extreme heat, humidity, cold or precipitation.
- The ability to wear personal protective gear correctly for the whole working day.
- The ability to independently and safely step between docks, boats and other floating objects with varying size gaps over water and assist others in doing the same.

WORKING CONDITIONS:

This position is entirely based outdoors and is subject to a wide variety of weather conditions including cold, heat, precipitation, wind, bright sunlight, dim light, environmental noise. The majority of the working day is spent on salt water in or on power or sail boats. This position will be expected to work as part of a team of instructors to achieve a safe, effective learning environment which requires good communication skills including speaking clearly, listening effectively, and following through with directions.

Mental Activities:

While performing the duties of this job, the employee is regularly required to read, speak, write and understand English and use customer service skills. The employee is frequently required to utilize interpersonal, teamwork, decision making skills, creativity, independent judgment, discretion, problem analysis, and supervision skills.

This job description is subject to change at any time.

Salary minimum \$20 per hour.

Application Materials: CORI background check required. Please send resume and cover letter, including contact information for 2 references to: Bourne Community Boating, PO Box 3157, Bourne MA, 02532 or email amy@bournecommunityboating.org.

Bourne Community Boating is an equal opportunity employer.