

# MINNEAPOLIS SAILING CENTER

## JOB DESCRIPTION



### INSTRUCTOR

#### POSITION OVERVIEW

Instructors are the face of our program; their love and enthusiasm for sailing defines the Minneapolis Sailing Center. Tasked with leading individual and group lessons for both youth and adults, instructors are usually the first point of contact for our students. From organization and setup of equipment to running land and water drills, instructors do a little of everything to make MSC successful.

**Individuals with diverse educational and/or professional backgrounds are encouraged to apply. Sailing experience is not required.**

#### RESPONSIBILITIES

1. Teach boat handling and sailing concepts to students with lectures, land demonstrations, and on the water drills. Evaluate students for understanding and performance of concepts. Provide individual instruction and tips to students to help meet the objectives of the daily lesson plan.
2. Responsible for students from the time they are dropped off until they are picked up. Keep daily attendance record and notify Waterfront Director of any missing students. Have lunch with students if it is a full day class and wait with students after class to be picked up. Welcome students and interact with parents as they are dropped off. Tell the parents what the students are learning and share stories about their children.
3. Emphasize safety, stewardship of our lake, having fun on and off the water, and developing a love of sailing in our students. Pay special attention to teaching students how to avoid being struck in the head by the boom.
4. Daily setup, organization, and storage of equipment. Responsible for maintenance of equipment, sails, boats, and facility.
5. Act in a professional manner. Be courteous, friendly and empathetic towards students. Never tease or berate students. Use positive language when correcting students. Instructors are held to the highest standard and are an example of appropriate behavior for students.
6. Be well prepared for classes by having a daily lesson plan with provisions for no wind, too much wind, or foul weather days.
7. Create clear expectations with students at the start of class that bullying will not be tolerated. Monitor classes and students for any signs of bullying and promptly bring to the attention of the Waterfront Director.
8. Maintain communication with Head Instructor, Waterfront Director and Executive Director regarding any personal, student, or equipment problems.
9. When on the water with a class, instructors must always pay full attention to the students and cooperate with other staff to ensure smooth water drills and games.
10. Administer minor first-aid and deal with minor injuries. Report all injuries to Waterfront Director no matter how small.
11. For adult classes, instructors may be required to sail in boats with students and provide instruction in-line with the daily lesson plan.
12. Instructors shall not use cell phones outside of the boathouse during the workday.

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### REQUIREMENTS

1. At least 16 years of age.
2. Current CPR and First Aid Certification (MSC will pay for certification if needed)
3. CDC Heads Up Concussion Training (available free online)
4. Experience working with children and/or good people skills
5. Outgoing, positive, compassionate attitude towards students and co-workers
6. Strong problem-solving skills with the ability to adapt to changing conditions
7. Ability to work well within a team

### SCHEDULE

Schedule to be arranged with Executive Director regarding number of youth and adult classes worked.

Youth Classes: Monday-Thursday, 8:00 AM to 4:00 PM.

Adult Classes: Mon, Tue, Thu, Fri, 5:15 PM to 9:15 PM.

Saturday, 8:30 AM to 12:30 PM

### COMPENSATION

Starting wage \$15.57 /hr with yearly raises based on attitude and performance. Starting wage may be increased based on experience.

**To apply:** please complete an online employment application at our website [www.sailmpls.org/employment](http://www.sailmpls.org/employment).