

## **OSC Instructional Sailing Program**

### **Instructional Assistant Job Description**

The OSC Sailing School Instructional Assistant (IA) supports instruction of program participants under the immediate direction and supervision of one or more Instructors and ultimately of the Program Director. The IA is expected to observe and assist the instructor throughout lessons in order to gain knowledge of and build proficiency with instructional sailing techniques. The IA is expected to fully participate daily in all pre- and post-lesson tasks.

Responsible to: Instructor, Sailing School Program Director,  
Executive Board of the Otsego Sailing Club

#### Qualifications:

- Must be at least 14 years old (with valid working papers)
- Current CPR certification
- Sailing experience preferred

#### Duties:

Specific duties include but are not limited to the following:

- 1) Serve as a role model for participants by individually assisting or providing reinforcement of directions and modeling proper behavior around all swimming, sailing, and camp activities.
- 2) Collaborate with the sailing instructor when preparing for and delivering daily sailing lessons (on and off the water), daily topsides camp activities, and swimming activities.
- 3) Demonstrate proper handling, care, and respect for all materials, equipment, and facilities.
- 4) Assist the instructor(s) in carrying out duties assigned by the Director of the Program
- 5) Contribute ideas, project enthusiasm and energy for activities and be respectful of others.
- 6) Assist in supervising students to insure their safety and well-being. IAs are in no circumstance allowed to independently supervise participants.
- 7) Report concerns to the Instructors/Director

## **Sailing Instructor Job Description**

The OSC Sailing School Sailing Instructor works under the direction and supervision of the Sailing School Program Director. The Sailing Instructor is expected to provide sailing instruction that emphasizes safety, proper handling of equipment, skills development, and which provides for an enjoyable experience for all participants in a manner consistent with the goals of the Otsego Sailing Club Board of Directors.

Responsible To: Sailing School Program Director, Executive Board of the Otsego Sailing Club

### Qualifications:

- Must be at least 17 years old
- Current CPR/AED certification
- Valid NYS Motor Boat Safe Boating Certificate
- Minimum of one summer (or equivalence) experience teaching or providing direct instructional assistance in a sailing program.
- US Sailing Instructor Certification preferred

### Duties:

Specific duties include but are not limited to the following:

- 1) Assist the Program Director in delivering a safe, creative and effective learning environment through advance preparation, supervision of participants/Instructor Assistants and execution of assigned duties and tasks.
- 2) Prepare and teach daily sailing lessons, to include on and off water components.
- 3) Demonstrate proper handling, care, and respect for all materials, equipment, and facilities.
- 4) Contribute ideas, project enthusiasm and energy for activities and be respectful of others.
- 5) Monitor weather for unsafe conditions and respond appropriately to insure safety and well-being of staff and participants.

- 6) Assist in coordinating camp activity schedules to ensure on water components are delivered congruent with wind/weather conditions.
- 7) Attend all staff meetings, clinics, and workdays as outlined by the Program Director.
- 8) Report concerns to the Instructors/Director.

### **Sailing Camp Activities Instructor Job Description**

The Sailing Camp Activities Instructor works under the direction and supervision of the Sailing School Program Director. The Sailing School Activities Instructor is expected to develop and provide engaging and age-appropriate hands-on activities and projects of a primarily educational nature. These activities should be related or relevant to sailing, the natural world or STEAM concepts. The Sailing Camp Activities Instructor will plan recreational opportunities including games and indoor/outdoor activities suitable to the age group. The overall activities program should provide an enjoyable experience for all participants in a manner consistent with the goals of the Otsego Sailing Club Board of Directors.

Responsible To: Sailing School Program Director, Executive Board of the Otsego Sailing Club

#### Qualifications:

- Must be at least 17 years old
- Current CPR/AED/First Aid certification
- Valid NYS Motor Boat Safe Boating Certificate
- Experience working with or providing direct instructional assistance to the age group (teaching or similar experience preferred).
- Current Lifeguarding certification preferred.

#### Duties:

Specific duties include but are not limited to the following:

- 1) Assist the Program Director in delivering a safe, creative and effective learning environment through advance preparation, supervision of participants/Instructor Assistants and execution of assigned duties and tasks.

- 2) Prepare and teach daily camp activities/projects that do not overlap from week to week and are related or relevant to sailing, the natural world or STEAM concepts
  - 3) Coordinate camp activity schedules to ensure on water components are delivered congruent with wind/weather conditions.
  - 4) Maintain a camp structure and demeanor that provides for student safety, support, well-being, and enjoyment.
  - 5) Demonstrate proper handling, care, and respect for all materials, equipment, and facilities.
  - 6) Contribute ideas, project enthusiasm and energy for activities and be respectful of others.
  - 7) Monitor weather for unsafe conditions and respond appropriately to insure safety and well-being of staff and participants.
  - 8) Attend all staff meetings, clinics, and workdays as outlined by the Program Director.
  - 8) Report concerns to the Instructors/Director.
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2017 Required Attendance and Program Dates:

June 17th, Set-Up Day (12:00 pm-4:00 pm) REQUIRED

June 26th Sailing School Starts

August 5<sup>th</sup> Sailing School Ends

August Storage Day (TBD) REQUIRED