

Sailing School Director

The Spring Lake Junior Sailing Association (SLJSA) is looking for someone to manage and evolve their sailing school program. This person must be enthusiastic, hardworking, a good communicator and possess strong interpersonal skills. The Sailing School Director will be responsible for all aspects of the sailing school and will report directly to the SLJSA Board of Directors.

Job Responsibilities:

Management of Sailing School Program

- Your goal is to increase the number of junior sailors on Spring Lake as well as the competitive sailors graduating from the program.
- Development and implementation of a strong curriculum that provides the community with access to sailing at all levels of involvement - ranging from introductory to competitive racing .
- Implementing and managing a consistent measurement system in which each student is evaluated on their skills and progress toward curriculum goals, measured on the progress made towards the particular class curriculum
- Collaborate with local groups to share resources, including equipment and talent to reduce redundant costs.
- Create new programming opportunities that focus on allowing access to sailing for those with physical or economic barriers.
- Manage weekly races and support Spring Lake sailors in local regattas.

Management of Sailing School Employees

- Your goal is to build an outstanding instructor team and keep them as long as possible.
- Responsible for identifying, hiring and retaining qualified (seasonal) sailing instructors on an annual basis.
- Responsible for managing instructors to ensure they are meeting the expectations of the program.
- Ensuring that all instructors are either US Sailing Certified or are working toward certification
- Scheduling of work hours for all instructors, classes and private lessons.

Management of Equipment

- Your goal is to manage our boats and equipment so that all students have access to good equipment when they need it.
- Responsible for the maintenance and use of all SLJSA equipment.
- Responsible for transportation of SLJSA equipment (boats) to regattas when required.
- Responsible for determining ongoing equipment needs of the sailing school and communicating those needs to the Board

Marketing/Enrollment

- Your goal is to grow the sailing program over the next 3 years.
- Developing marketing materials to promote the sailing school and finding new ways to grow the sailing school.
- Maintenance of the website and social media presence
- Communicating with all prospective students and/or parents.

Communications

- Your goal is to be a clear and consistent communicator between the program, parents and the Board.
- Being the point person of the sailing school program for all key communications with parents and students
- Communicating regularly with the Board of Directors regarding operations of the program and curriculum.
- Being the primary contact with other sailing schools including being the active and the primary communicator with the West Michigan Youth Sailing Association.
- Assist in organization, promotion and execution of fundraising efforts.

Safety

- You are responsible for making sure safety is a primary focus of the sailing school, its instructors, and the students of the program at all times.

Qualifications:

Previous educational work experience preferred

Previous work experience with kids (K-12) preferred

Previous Management experience preferred

US Sailing Certifications preferred

Type of Employment:

Currently this is a part time/seasonal position (3-6 months/year). We would like to expand the role to incorporate Spring and Fall High School seasons but we cannot guarantee this opportunity now.

Salary commensurate with experience with potential bonus awarded on meeting goals of the program.

Please send resume and salary requirements to **springlakejuniorsailingassoc@gmail.com**