

Junior Sailing Director

Job Posted 12/27/2024



Edgartown Yacht Club

1 Dock Street
Edgartown, MA 02539
United States

The Edgartown Yacht Club is seeking a Director for our Junior Program.

Summer Only
Full-Time
Experience Required

Housing Provided - Yes

Industry - Sailing Management

Job Start Date - 6/2/2025

Job End Date - 8/20/2025

Application Closing Date - 1/31/2025

Pay

\$34.00 to \$40.00 Per Hour

General responsibilities include:

- Direct, implement, and supervise all on-water facets of the Club's Junior Sailing Program and its curriculum
- Be a visible, active, and enthusiastic proponent of Junior Sailing Programs, and all junior sailing activities at the Club
- Hire, supervise, and direct a seasonal staff of approximately 15+, comprised of Race Coaches, Instructors, and Junior Instructors.
- Comply with all policies and guidelines established by the Club's Officers, Junior Sailing and Racing Committees, Waterfront Director, and Club Manager.
- Implement the Club's Sailing Program Curriculum
- Oversee and manage the Sailing Center & JYC Facilities, and all of the JSP sailboats in coordination with the Waterfront Director

Pay & Benefits

- Pay is commensurate with experience.
- Summer housing is included.

Specific Responsibilities:

Organize, implement, and oversee the on-water operations of the Club's Junior Sailing Program and report all activity to EYC Management and the Junior Sailing Committee, which includes:

- Develop, implement, and monitor a written, comprehensive, curriculum for all levels and aspects of the Club's Junior Sailing Program.
- Hire, train, supervise, and manage a dynamic sailing staff. Assure that the goals of all staff members are consistent with those established by the Sailing Committee and Club Management. Proactively search for candidates through advertising and communicating with coaches, colleges, and other clubs by utilizing phone, email, and online websites. Organize conference calls with each candidate, EYC Management, and the Junior Sailing Committee. When possible, interview candidates in person during the off-season and undertake reference checks for each candidate. Work with negotiating rehires from season to season. Distribute job descriptions and contracts.
- Deploy staff in a manner that assures the proper instructor/student ratio in each class. Recommend and maintain proper student class placement by staff observations, recommendations from the previous year, and the recommendations of the class instructors.
- Oversee the development of the Junior Instructors and develop their instructing style as a mentor. Provide opportunities for Junior Instructors to ensure they have a chance to work in each facet of the EYC Program. Schedule and attend Junior

Instructor “Practicals.” Evaluate the Junior Instructors and provide constructive criticism.

- Provide comprehensive written reviews for all staff and establish performance goals to ensure progressive improvement, ability, and success.
- Safety is the top priority each and every day, both on and off the water. Stay in communication with VHF and cell phone. Learn the club’s emergency response plan and rehearse situations with the instructors as part of the staff training week. Work with and alert the Edgartown Police Department, Fire Department, Harbormaster, and if appropriate, Chappy Ferry Captains to all upcoming events and procedures. Ensure that the appropriate medical supplies are on each coach boat, at the JYC, and at the Sailing Center. Ensure that all staff members are current with their American Red Cross First Aid certification, US Sailing Level One certification, and other necessary certifications **prior to classes beginning**. (This has sometimes involved scheduling recertification courses and scheduling and/or facilitating change in locations of US Sailing Level Courses for oncoming staff). Brief staff on weather and current related concerns for the day and continue to keep them abreast on updated conditions throughout the day.
- Work with instructors to coordinate and report all inventory assessments to the Waterfront Director and Junior Sailing Committee.
- Lead instructors in monitoring the fleet's condition daily to ensure boats are well rigged and maintained and any damage is reported. Manage repair as needed. Communicate the fleet’s major repairs and needs to the Waterfront Director.
- Assist the EYC Waterfront Director and Junior Sailing Committee in reviewing all program purchases and expenses. Provide input on Club needs.
- Ensure that the Sailing Administrator maintains accurate billing and attendance records for members.
- Communicate with parents, staff, and departments on the details of sailing-related special events, and away regattas including fees, travel arrangements, contact information, emergency phone numbers, chaperone particulars, requirements for staff etc. Work with the Administrator on updating email addresses and maintain prompt and effective communication with parents either via phone, email, or in person.
- Work with the Regatta Committee and Junior Sailing Committee on the various aspects of the Junior Regatta, including registration, race management, scoring, patrol & support. Play an active role in managing visiting sailors, and the boats they bring to Edgartown, including coordinating any use of Chappy Beach Club facilities. Work closely with the Junior Sailing Committee and other appropriate committees and staff members to host other competitions, regattas, clinics, etc.
- Manage overtime hours, check weekly time sheets, and determine work performance-based bonus wages for staff.

- Ensure that weekly payroll information is submitted to the Administrative Manager in a timely fashion
- At season's end, assist instructors with recommendations for class placements for all junior sailors for the next summer.
- Oversee and coordinate the commissioning and decommission of the JYC and Sailing Center, boats, and all related equipment.
- Work closely with the Club Manager, Administrative Manager, and Sailing Committee to ensure that the Program operates within the Annual Operating Budget

Certifications and Requirements

- Level One US Sailing Certification
- Two to four years as a Program Director or Head Sailing Instructor
- Ability to perform multiple tasks simultaneously
- Strong leadership, mentorship, managerial, organizational, and interpersonal skills

This is a seasonal job opportunity with part-time hiring responsibility in the off-season. Interested applicants should email a resume and three professional references to Charlie Morano at waterfront@edgartownyc.org.