



Job Description: Opti Program Coordinator

Pleasant Bay Community Boating is a 501c3 non-profit that offers boating, marine education, and environmental stewardship opportunities to residents and visitors to the Pleasant Bay area. We are dedicated to serving all members of the community including those with physical, developmental and cognitive disabilities, as well as under-served families and at-risk youth. We offer youth and adult sailing lessons, community outreach sailing experiences, adaptive boating, marine science camps and hands-on activities, and boat rentals. Our fleet includes Flying Scots, Sunfish, 420s, Catboats, Kayaks, Lasers, Optis, and a solar-powered floating classroom.

Responsibilities:

- ❖ Become familiar with our program offerings and be able to answer general customer questions
- ❖ Conduct basic Opti fleet maintenance and repairs as needed
 - Aim to make improvements to the fleet each season, as necessary
 - Coordinate with the Waterfront Director regarding space/equipment needs and if support is needed for more major repairs in-season
 - Ensure fleet is clean, parts have been maintained or replaced if needed, and boats are stored properly at the end of each season
 - By the end of the summer, notify the Program Director if any major purchases or improvements are necessary for the following summer
- ❖ Participate in general staff training and lead workshops specific to the Opti program for any staff that may assist you in-season
- ❖ Coordinate with Opti staff to make arrangements for participant registration, coaching, and boat transit on regatta days
- ❖ Run a safe, engaging race program
 - Ensure students are progressing and having fun as they learn both building blocks and more advanced racing strategies
 - Communicate any desired program changes to the Program Director by the end of each season, for use in registration and marketing materials
 - Work with the Registrar annually to ensure appropriate paperwork is completed regarding personal boat storage
- ❖ Prepare land-based lessons for days that the Waterfront Director grounds all classes due to high winds, fog, or thunderstorms
- ❖ Model and reinforce all PBCB policies and procedures

Please reach out to Program Director Ali Hogue with any questions and/or with resumes:
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