



# COMMUNITY BOATING CENTER BELLINGHAM BAY

Community Boating Center  
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EIN 20-4946594

## 2020 Kayaking Instructor Position Description

**Our Mission:** The Community Boating Center (CBC) fosters small-watercraft education, access, safe recreation, and marine stewardship on Bellingham Bay.

**Our Story:** Our programs and services are available to all ages and backgrounds. We teach to US Sailing and American Canoe Association standards through a variety of on-land and on-water courses. We offer adult and youth sailing and kayaking group classes, as well as private lessons, guided tours, and week-long youth camps. Our services include daily boat rentals throughout the summer, as well as year-round dry moorage. The CBC was founded in 2006 and is supported by a robust community of donors, business and foundation support, community partners, students, volunteers and tenants.

**Position Description:** Primary responsibilities of CBC kayaking instructors include teaching adult sea kayaking foundation skills, teaching basic kayak skills to youth groups, guiding informational paddle sessions, and leading group paddles, including bioluminescence paddles.

Teaching duties include: cold water safety awareness and instruction, teaching independently or as a team, group leadership, situational safety and awareness, flexibility in meeting student needs, and record keeping, as well as other duties as assigned. Private instruction opportunities may also be available.

The CBC's curriculum is drawn from American Canoe Association standards and includes: basic and intermediate strokes and maneuvers, wet exit and re-entry, rescues, and paddling in dynamic conditions. Instructors are required to use established curricula as a framework for instruction, but have the flexibility to adapt content and teaching methods. Kayaking classes run on weekday evenings and weekends.

**This position reports to the Programs Manager. The hourly wage is \$14-17/hour DOE.** After one year of employment and reaching a gross pay of at least \$5,000, all CBC employees have access to a SIMPLE IRA retirement plan. The CBC will match up to 3% of an employee's salary within that plan. Employees may choose a lesser %, or up to 6%, to be withheld from their paycheck, to invest in the fund.

**Position Term:** May – September, 15 - 25 hours/week, with <10 training hours in April. Hours are based on customer demand and weather conditions. **Ability to work weekends and evenings is a must.** This position has the potential to grow depending on business needs. This is a seasonal position. The Community Boating Center is an equal opportunity, at will employer.

### Area of Responsibility:

- Administer weekly tasks such as class rosters, attendance, and participant waivers
- Administer post-class assessments
- Support the development of dynamic trip plans for lessons
- Commit to working as an instructor for mid-May – September
- Be flexible in transitioning between teaching private lessons, group classes, event outings, guided tours, and corporate outings, and adjust teaching approach as needed by individual students

- Provide quality, tailored instruction for individuals of all ages
- Provide a professional and welcoming “face” for the CBC with kayaking students
- Support a connected community of boaters by fostering student connections whenever possible
- Represent and communicate the CBC’s mission to all students
- Contribute to program report at end of the season
- Support youth enrichment programming depending on business needs and instructor availability
- Serve as a healthy, professional role model for your students and for your peer colleagues

**Required Knowledge, Skills, & Abilities:**

- Current CPR/First Aid/AED Certification (can be obtained after hire and before programs begin)
- Washington State Boaters Card (can be obtained after hire and before programs begin)
- Must successfully pass required criminal background checks
- Must have a current driver’s license and a clean driving record
- Excellent communication skills: in person, over the phone, and by email
- Experience with instructing or guiding
- Extensive sailing experience (keelboat and/or dinghy)
- The ability to teach to a variety of experience levels
- ACA Level I or BCU Level I certification or higher, or equivalent experience. (ACA certification can be obtained after hire)

**How to Apply:** Please send your cover letter, resume, and three professional references to the address listed below . No phone calls please. This position is open until filled. Interviews may consist of phone, in-person, and on-water components.

Email: [jesse@boatingcenter.org](mailto:jesse@boatingcenter.org)

Postal: 555 Harris Avenue Bellingham, WA 98225