



COMMUNITY BOATING CENTER BELLINGHAM BAY

Community Boating Center
555 Harris Ave.
Bellingham, WA 98225
360-714-8891
Boatingcenter.org
jesse@boatingcenter.org
EIN 20-4946594

2020 Sailing 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 the CBC's sailing instructors include teaching adult sailing foundation skills, evaluating potential renters for sailing proficiency, and leading informational sailings.

Ideal candidates will have extensive sailing skills in either keelboats or dinghies or both, and the ability to teach to a variety of experience levels. US Sailing instructor certification (Small Boat) is required, but certification can be acquired after hiring. CBC curriculum includes knots, boat anatomy, boat handling, sail trim, docking/mooring, capsize recovery, person overboard, rigging/de-rigging, weather awareness, and rules of the road. Instructors are required to use existing curricula as a framework for instruction but have the flexibility to adapt content and teaching methods. Sailing classes run throughout the week.

The CBC's curriculum is drawn from US Sailing standards, and includes: cold water safety awareness and instruction, teaching independently or in teams, group leadership, situational safety and awareness, and flexibility in meeting student needs, along with record keeping and other duties as assigned. Private instruction opportunities may also be available.

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 sails, 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 sailing 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
- 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
- US Sailing Small Boat Level I or equivalent experience. (US Sailing certification is preferred to ASA, and can be obtained after hiring)

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

Postal: 555 Harris Avenue Bellingham, WA 98225