



Sail Newport Youth Instructor Job Description

- Be certified as a US SAILING Instructor (min. Level I Smallboat Sailing Instructor), or have comparable certification. Maintain current CPR and First Aid certifications.
- Arrive and be ready to begin work at the scheduled time, dressed in appropriate attire (see Sail Newport Uniform Dress Code).
- Instructors will demonstrate a commitment to working as a team, and be supportive of the efforts of their fellow instructors and Sail Newport staff.
- Be an appropriate role model for the students and volunteer Sailing Assistants. Encourage the highest levels of sportsmanship and behavior. Generate enthusiasm and commitment to learning, while maintaining a commitment to Sail Newport's fundamental program objectives: *safety, fun and learning*.
- Follow the course curriculum as designed. Youth Instructors are responsible for developing the daily lesson plans for their respective classes. It is expected that Instructors will make full and constructive use of the time scheduled for classes, and show creativity and excitement with their classes to the best of their ability.
- Instructors are responsible for all landside and on-the-water aspects of the conduct of their classes. This includes assisting students with the preparation and launching of their sailboats, reviewing and insuring that rigging is done correctly, and that the boat(s) are in safe, working condition.
- Instructors are responsible for insuring that the safetyboat(s) that they will be using for class has the necessary and required safety and teaching equipment, before going out on the water.
- At the end of the day, Instructors are responsible for making sure that all boats, both safety and sail, are properly secured and put away, and that any extraneous equipment or materials (including trash) has been removed.
- Instructors are responsible for reporting accidents/illness, both minor and serious, to the Head Instructor and parent/guardian, and for making the appropriate notes in the Injury Log (refer to the Emergency Response Sheet for more information).
- Instructors are responsible for reporting any problems with the condition of any boat (safety or sail) used in the program to the Head Instructor, and logging them in the Maintenance Log. Instructors are expected to take care of minor repairs as needed (i.e. replacing frayed lines, broken shackles or cleats and ring dings, etc.). Repairs or maintenance of a more serious nature (i.e. hull damage, ripped sails, etc.) will be handled by the Operations Staff.
- The Head Instructors and Instructors will meet at the end of each day to review the day, discuss pertinent issues, and plan and prepare for the next day. Once each week, the Youth Staff will meet with the Assistant Program Director. Instructors are expected to be open and honest in their communication with students, parents, instructors and staff alike.