

NPP Sailing Instructor - Job Description

The Sailing Instructors are members of the Northport Point Club/Northport Point Yacht Club Recreation Staff and report to the Yacht Club Commodore and the Staff Director. The Yacht Club employs two Sailing Instructors – as “Co-Sailing Instructors” – who work as a close team in running the program described below.

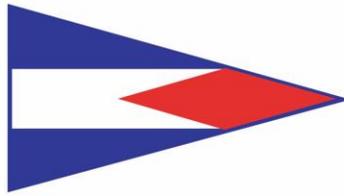
Instructors must be First Aid/CPR certified (certification will be provided & paid for by the NPP club). In addition, applicants for the Sailing Instructor or Assistant Sailing Instructor positions at the Northport Point Yacht Club must be US Sailing Small Boat Sailing Level 1 Instructor certified. Level 1 Instructor certification provides sailing instructors with information on how to teach more safely, effectively, and creatively. The goal of the 40-hour, 4-day program is to produce highly qualified instructors, thereby reducing risk exposure for sailing programs. Topics covered in the course include: classroom and on-the-water teaching techniques, risk management, safety issues, lesson planning, creative activities, ethical concerns, and sports physiology and psychology.

The core part of the program centers around the morning Beach Class Recreation Program. Children attend Beach Class from 9:00 am – 12:00 pm, Monday – Friday. Your schedule will generally run from 8:45am – 12:15pm to allow for basic preparation and clean-up, and one hour of boat maintenance sometime in the afternoon. Wednesday field trips (generally two per 4-week session) away from the Point often last until mid-afternoon.

Beach class children are divided up into three groups: 5-6 yrs (Playclass, which doesn't participate formally in the sailing schedule), 7-10 yrs and 10-13yrs. CIT's are 14yrs+. These groups rotate so that each group participates in sailing two times a week, and Tennis/Golf two times a week, with Wednesdays being “Special Days.”

The program is an eight-week program, starting the last week of June, and finishing in mid-August. The first four weeks are identified as the July Session, and the second four as the August Session. Children may attend for anywhere between one and eight weeks of the session, with the majority attending for three-four. The end of each session culminates in a “Navy Ball” – dinner/dance and awards ceremony.

The setting is on a small peninsula in Leelanau Country, Michigan – just outside the small town of Northport. The 100 cottages on the peninsula are all members of a cottage association, and are generally owned and passed down from one generation to the next. Given the geography of the peninsula, there are two bays for sailing – on any given day and wind direction, one having



NPP Sailing Instructor - Job Description

more wind than the other. This makes for ideal sailing conditions, as you have a choice of wind strength to match the age and capabilities of the sailors.

Responsibilities:

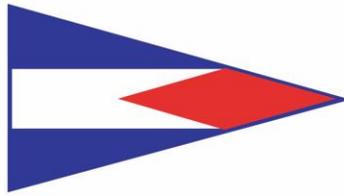
Promoting and ensuring safety on the water precedes all other responsibilities. *After safety, positive youth development is your number one responsibility and the core of your job. The emphasis of the program is getting kids out on the water as much as possible to enjoy themselves and initiate a love of sailing.*

Beach Class

- Teach sailing to children ages 7 – 14, guided by the Yacht Club sailing curriculum. This curriculum includes a graduated set of certificates, based on demonstrated skills. However, fun on the water is emphasized much more than these certificates (presented at the Navy Ball).
- Prepare lessons. Spend sufficient time each week preparing the activities/lessons and reviewing the previous week's program. Dependent on the weather and age group, you will plan which fleet of boats to use for the daily lesson. The younger group tends to enjoy the Hobie Cats, Lightning, and an occasional sail on a member's private larger boat. You will need to plan how many CITs you will need and how you will use them.
- Manage CITs who are provided to you to assist in running a smooth and efficient program. Spend adequate time preparing CITs before each week begins. Generally two CIT's are assigned to the Sailing program each week.
- Help with, supervise and participate in Wednesday Special Days, scheduled park activities, rainy day activities, and other beach class functions as requested.
- Provide feedback on the curriculum, and the Recreation Program in general, to continually improve the Recreation Program, keeping its programs fresh and effective.
- Create an excited and committed group of sailors for both the clinics and weekend races. Encourage skipper/crew relationships between older and younger children.

Sailing Specifics

1. Our yacht club owns four RS Visions, five Lido 14s, approximately eight Sunfish, eight Prams, and four Hobie Cats (Getaways). We also own three power boats which are used both during Beach Class and to run the weekend races.
2. Before the program begins, you will be responsible for stepping masts, the rigging and set-up of all of the Yacht Club's boats. It will be critical to ensure that they are in working order before the first day of the program. (The boats will have previously been physically brought to the beach/dock areas.)



NPP Sailing Instructor - Job Description

3. You will organize and conduct weekly all-age races and periodic youth regattas (see below). Duties include encouraging participation, course set-up, help with rigging and launching the fleet, assistance to the Race Committee during the race and help with unrigging and proper boat storage.
4. Participate in and help supervise afternoon and evening Recreation Program activities that require staff.
5. Attend all NPYC meetings (2 or 3) and make reports when necessary.
6. NPYC All Boat Sailing Picnic: Each August, the NPYC holds this informal event in conjunction with its annual meeting. Duties include participation in whatever manner is most helpful.
7. Follow and teach safe boating safety procedures. Help the Northport Point Safety Committee promulgate and enforce all safety rules for both sail and motor. Watch weather forecasts and set warnings when appropriate. Assist boaters in distress, taking appropriate precautions, and enlisting additional rescue boats when prudent.

Private Lessons

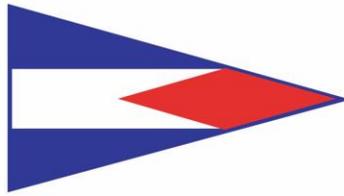
- Offer private lessons, clinics and/or certifications in sailing. Clinics are traditionally held one afternoon a week, and can attract up to a dozen young sailors. This is an excellent time to spend focused time with children who have a stronger aptitude and interest in learning sailing. Depending on the attendance, clinics can be focused on basic boat handling skills, or for more advanced sailors, focused on racing skills. Billing for these activities is handled through the club. Scheduling of private lessons, clinics and/or certifications may not interfere with other job responsibilities.
- Providing private lessons is left to the discretion of each staff member, but is generally expected by the community. Private lessons are a great way to make extra money, give focused instruction, and build relationships with the children and their parents.

Races

This is not a hard core racing program. However, including both adults and children in racing promotes the sport throughout the community. You will work with the NPYC Race Captain assigned to each race day. This person coordinates any need for additional safety boats, and makes the final determination of whether the race needs to be delayed or cancelled due to weather.

For each race, you will:

1. Take an active role in encouraging participation and determining skipper/crew pairs on the day before of the race. This may involve calling cottages and confirming with parents the sailors' participation (there's always a lot for the parents and kids to do!)



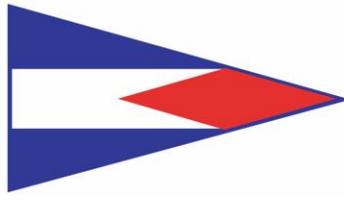
NPP Sailing Instructor - Job Description

2. That morning, be responsible for making sure all boats in the fleet are in full working order.
 3. Check the internet to determine wind direction and strength. Create a general plan and buoy arrangement for the races.
 4. One hour before the race, communicate with the sailors any changes or delays to the race.
 4. Help the sailors rig and launch the boats (particularly for the non-adult pairs).
 5. Set the race course and run the race. The Race Captain will be in the Committee Boat with you.
 6. Help with de-rigging and securing the boats after the race. Make note of any non-working parts for the next day's repair.
 7. Keep records of the boats' point scores (for optional Monthly Awards)
- **Lidos:** Lido races are approximately 3pm each Saturday afternoon, weather-dependent.
 - **Sunfish:** The calendar will include a Sunday afternoon race for each of the July and August sessions. These are traditionally Parent-Child events. Again, advance boat preparation to ensure all boats are in working condition is critical to making this a fun, easy event for less accomplished sailors.
 - **July Regatta:** A two-day regatta is scheduled during the fourth week of the program (last week of the July Session). You will be responsible for encouraging sign-ups several days before the regatta and coordinating pairs of older and younger sailors. The Regatta is open to sailors up to age 17, and you will be responsible for initiating relationships with younger sailors to be paired up with CITs and older sailors.

Facilities

On a Daily Basis:

8. **Yacht Club Check:** Make sure the yacht club is tidy and picked-up after Recreation Program activities and NPYC meetings. Make sure the NPYC equipment room is in order. Clean up and properly store equipment and supplies, discard trash in your area, and take abandoned items to the lost and found. The yacht club/post office is a central place in the life of Northport Point, and the NPYC must look its best there all the time.
9. **Boat Check:** Make sure Lido, Sunfish, Hobie Cats, Pram and powerboat fleets, plus Lightning and Typhoon, are properly secured, properly bailed, cleaned and stored in an orderly fashion. You should expect to spend approximately one hour each afternoon Mon-Fri doing boat repair, ordering/buying parts, and ensuring the fleet is in continual working order. You will work with the Commodore and Equipment Committee member to ask for assistance when needed.
10. **Emergency Check:** Make certain the NPYC powerboat fleet has plenty of fuel and other equipment (spare lines, life preservers etc.) for emergency rescue needs. This means at least one full 6-gallon fuel can in the Whaler or at least ½-tank in the Wellcraft.



NPP Sailing Instructor - Job Description

General

- This is a full time job. Although you are allowed to take outside work such as babysitting or tutoring, *such work must not interfere in any way with your job responsibilities or scheduled time off*. The Director may limit or cancel excessive or intrusive work. Arrangements are entirely private and are not endorsed by, or a responsibility of, the NPP Club. You may not take work outside the NPP community.
- Participate in pre-program setup and post-program clean-up activities. *You must stay until clean up in your and common areas is complete.*
- Attend the Navy Ball dinner, awards ceremony, and party (held at the end of each 4-week session), and present awards in your area.
- Participate in special occasions such as the 4th of July Celebration, Polar Bear Swims, and others.
- Abide by staff, Cottage Owner's Association, Club, Yacht Club and other published NPP safety and conduct rules. Keep personal and common living quarters clean.
- Participate in a mid-season performance review with the Director.
- Schedule time off. It is easy to overbook your schedule, but important to keep a healthy work/leisure balance.
- Strive to be a positive role model for the children and teens.
- Bring a healthy attitude, a smile, enthusiasm and encouragement to your job and your interactions with the children, other staff, and the NPP community.
- Everyone is expected to do what is needed to ensure that the children have a fun, safe, and fulfilling experience.