



**Northport Point Yacht Club  
Northport Point, MI**

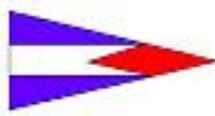
**Sailing Instructor Job Description**

**Background:**

Northport Point is a private resort community on the shores of Grand Traverse Bay in northwest lower Michigan. It is a beautiful place with Caribbean-like water and generally excellent winds. There are roughly a hundred homes, referred to as “cottages”, where families have come for generations. We have a morning recreation program primarily targeted toward teaching young people sailing, golf, tennis and swimming. The monthly calendar is chock full of clinics, regattas/tournaments, and activities, many of which you will have involvement in.



The Sailing Instructors are hired by the Northport Point Yacht Club (NPYC) and will have a dual reporting structure. For issues of program logistics and operation, you will take direction from the Recreation Program Staff Director. For water safety, sailing instruction, patrol boat operation, etc, you will take direction from the NPYC Commodore.



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### **Job Requirements:**

Candidates must fulfill the following requirements:

1. Available June 19 through August 19 or 20.
2. Experienced sailors, particularly in small boats/dinghies
3. Good with leading and teaching kids
4. Instructors must be First Aid/CPR certified
5. 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.] We will help cover the cost of this program.

### **Housing and Logistics:**

The staff lives together in a staff house centrally located. You will likely have to share a bedroom with another staff person (same sex). A fully appointed kitchen is provided. You will be responsible for purchasing and preparing your own food. It is helpful to have a car but not mandatory. The nearest town, Northport, is about five miles away. Flights come in to Traverse City, which is an hour away.

### **Program Description:**

#### **A. Beach Class:**

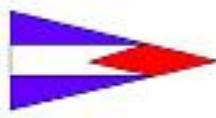
The core part of the program centers around the morning “Beach Class” recreation program. Children attend Beach Class from 9:00 am – 12:00 pm, Monday – Friday. Virtually every child attends. Your schedule will generally run from 8:30am – 12:30pm to allow for basic preparation and clean-up. Wednesday 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:

1. 5-6 yrs “Play Class”, (which doesn’t participate formally in the sailing schedule),
2. 7-10 yrs “Younger Group (YGs)”
3. 10-13yrs. “Older Group (OGs)”

Then there are the CIT’s are 14-17yrs who are kids who generally have gone through Beach Class and now are paid to help the staff instructors.

The YGs and OGs rotate so that each group participates in sailing two times a week, and Tennis/Golf two times a week. Wednesday is reserved for special activities and field trips.



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The program is an eight-week program, starting the June 25, and finishing August 17. The first four weeks are identified as the “July Session”, and the second four as the ”August Session”. Enrollment is done on a weekly basis and the numbers of children varies by week, ranging from 25 to 50 children, who may attend for anywhere between one to eight weeks of the session, with the majority attending for three to four. The end of each session culminates in a “Navy Ball” – dinner/dance and awards ceremony.

### B. Private lessons and Clinics

The instructors have the opportunity to earn additional money through private lessons and clinics in the afternoons and weekends when other events are not scheduled. All billings are at prescribed rates and go through the Club, which retains a 10% administrative fee. Clinic and lesson income can significantly enhance your summer’s earnings.

### C. Races and Regattas:

The summer schedule includes sailing races and regattas in the afternoons and weekends for both young people and adults, which the sailing instructors will run, generally with the assistance of a Yacht Club board member. Instructors should be promoting participation in all racing events.

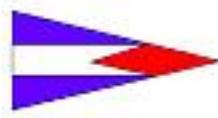
### Equipment:

The Yacht Club owns multiple fleets of sailboats, which are all available for use for Beach Class and Yacht Club members (Beach Class has priority during Beach Class hours)

- Optimus Prams (“Opti’s) (8) – This popular class is ideal for beginning and younger sailors
- Sunfishes (6) – Another popular class which is suitable for all ages. In addition to the boats owned by the NPYC, there are many privately owned Sunfishes at the Point making it ideal for large multi-age fleet races.



- RS Visions (4) – This is a new class for us. We have four stationed on easy launch ramps. With its jib and gennaker, this higher performance boat is ideal for OGs and older sailors.



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- Hobie Cat Getaways (3) – These boats are popular with young people due to their speed and wet ride.
- Cape Dory Typhoons (2) – These 18' keel boats offer a larger boat experience combined with stability

We also own three Boston Whalers for use in instruction and patrolling races. One in West Bay and two in East Bay off Sandy Beach.

### **Sailing Instructor Responsibilities:**

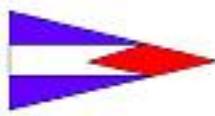
Promoting and ensuring safety on the water precedes all other responsibilities. After safety, positive youth development is your number one responsibility and the core of your job. The emphasis of the program is getting kids out on the water as much as possible to enjoy themselves and promote a love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

#### **A. 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). We will be working on refining the curriculum and your input is desired and valued.
- Prepare lessons. Spend sufficient time each week preparing the activities/lessons and reviewing the previous week's program. Dependant on the weather, number of children and age group, you will plan which fleet of boats to use and what is the focus for each daily lesson.
- 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 but the numbers vary depending on availability.
- 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.

#### **B. Other**

1. Your term begins a week before Beach Class begins. During that week, 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. We have a person who is supposed to come and repair boats prior to your arrival)



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2. 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.
3. Participate in and help supervise afternoon and evening Recreation Program activities that require staff.
4. Attend all NPYC meetings (2 or 3) and make reports when necessary.
5. We have started a tradition of casual BYO cocktail events at the Yacht Club after the Saturday races. You will be expected to attend and help with the set up and clean up.
6. 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.

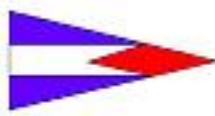
### **C. Private Lessons**

- Offer private lessons, clinics and/or certifications in sailing. Clinics are traditionally held one afternoon a week for each of the age groups, and can attract up to a dozen young sailors. We have also experimented with adult clinics as well. 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. Rates are set by the Club.

### **D. 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:



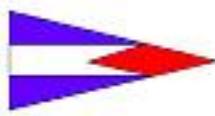
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1. Take an active role in encouraging participation and determining skipper/crew pairs on the day before of the race. This may involve calling cottages and confirming with parents the sailors' participation (there's always a lot for the parents and kids to do!)
2. That morning, be responsible for making sure all boats in the fleet are in full working order.
3. Check the internet to determine forecasted wind direction and strength. Fronts and local storm cells can come up quickly, so keep tabs on the weather forecast and local radar (good idea to download NOAA radar app to your phone). 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, generally in the form of a Skipper's meeting.
4. Help the sailors rig and launch the boats (particularly for the non-adult pairs). Encourage them to do as much as possible so that they learn.
5. Set the race course and run the race. The Race Captain may be in the Committee Boat with you.
6. Help with de-rigging, cleaning and securing the boats after the race. Make note of any non-working parts for the next day's repair. Ensure that sailors leave their boats in clean and good order before they leave.
7. Keep records of the boats' point scores (for optional Monthly Awards)
8. Historical Scheduled Races:
  - **Saturday afternoon:** These races are open to all ages. Historically they have been one design races, such as all RS Vision races, but last year we experimented with an "all boat" handicapped format that was popular, so we will probably do more of it this year.
  - **Sunfish:** In the past, the calendar (there is a printed calendar for both the "July and August" programs, which lets everyone know all the scheduled events on the Point) will include a Sunday afternoon race for each of the July and August sessions. These are traditionally Parent-Child events. Perhaps we might increase to every other week. 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.
  - **Monthly RS Vision Regatta:** A two-day regatta is scheduled during each month and awards for the winners will be presented at the Navy Ball.. 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.

### E. Facilities

#### *On a Daily Basis:*

- a. **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



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- 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.
7. **Boat Check:** Make sure RS Visions, Sunfish, Hobie Cats, Pram, Typhoon and powerboat fleets, 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. Ask for assistance when needed from the Commodore and Equipment Committee member.
  8. **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 each Whaler. (see NPYC Patrol Boat Use Policy)

### 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. Such 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 4<sup>th</sup> of July Celebration, Polar Bear Swims, and others.
- Using your judgment, assist private boat owners with boating issues when requested.
- 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.
- Abide by the NPYC Patrol Boat Use Policy (see attached)
- 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.