

Anguilla Youth Sailing Club

Program Director/ Sailing Instructor Job Description

Revised 1/9/07

Anguilla Sailing Association / Anguilla Youth Sailing Club Mission:

To help create an effective learning environment for all sailors; to treat all persons with dignity and respect and to actively demonstrate an attitude of teamwork.

Reporting Responsibility:

The Program Manager/Instructor reports directly to the AYSC representative and/or the Anguilla Sailing Association Board.

Overall Function:

Design, coordinate and teach sailing to members of the Anguilla Youth Sailing Club (AYSC) on the AYSC fleets using the approved training methods.

Qualification and Skills:

- Fully trained in the teaching methods of the Optimist World Class dinghies
- Have at least one year experience in training of youth using the above methods
- Coach Training certification in Optimists
- Proven personal experience and achievement in the sport of Sailing
- Possess the personal skills for interacting with both adults and youth
- Capable of working with little direct supervision
- Strong communication skills, including working with the public, parents, youth club members, and staff.

Responsibilities

A. Report to the ASA board on the status of the instruction program including but not limited to youth enrollment, junior regattas, scholarships, etc...

B. Instruct Anguilla youth on all ASA fleets through a variety of programs continuously throughout the year.

C. Teach team and individual sailing skills, develop the potential, drive, and confidence and energy in the local youth, to help them get to the next level.

D. Teach a variety of promotional programs for non-native youth for fundraising and promotion.

E. Train youth assistants and develop youth leadership

F. Create and maintain a competitive racing course.

G. Organize the annual Anguilla youth regatta, as part of the overall international racing program.

H. Involve and report to youth parents on the activities of the AYSC

I. Provide and maintain a positive, safe environment for learning and sailing.

J. Maintain the daily operations of the ASA facilities.

K. Meet with the equipment director to keep an up to date inventory and repair equipment

if skills and equipment allow.

- L. Be a positive role model for youth participants and assistants.
- M. Market and promote all youth programs in conjunction with the marketing coordinator.
- N. Manage risks and be aware of safety issues related to sailing and racing. Design and operate an effective safety program at sea, and on land, taking responsibility for maintaining instructor/student safety ratios.
- O. Provide students with an “on water” experience appropriate to their level of experience, age, and weather conditions.
- P. Develop and manage “sailing awareness” programs in local schools.
- Q. Store, maintain and facilitate basic repairs of all boats and equipment associated with the AYSC.
- R. Maintain records of student involvement, finances and classes.
- S. Make a written report of any accidents to the Anguilla Sailing Association board.
- T. Assist as required in the preparation and staging of the Annual Anguilla Regatta.
- U. Develop new, creative outreach programming to help the AYSC grow and found a legacy on Anguilla