



## Head Junior Sailing Instructor

Full-time Temporary Position (10 weeks)

Employer: Charlottetown Yacht Club

Description: This position is responsible for the delivery of the CANSAIL Curriculum to youth/adults enrolled in the Junior Sailing program of the Charlottetown Yacht Club. The Head Junior Sailing Instructor shall oversee instructors, maintain equipment and strive to provide a safe and enjoyable time for the students at the Charlottetown Yacht Club

Duties will include:

- Supervise Instructional Staff
  - Ensure instructors are providing a safe and ethical environment for students
  - Determine which instructors will teach each CANSail level
  - When possible, be an over arching instructor, tied to no particular level. When required provide instruction to one level (not optimal)
  - Always be involved and informed on any issues with any instructors/students and possible disciplinary actions
  - Communicate all issues to the Junior Sailing Director in a timely manner
  - Oversee the lessons of other coaches as much as possible to make sure they are being presented in effective manners, following the CANSail guides, using appropriate teaching styles

- Provide guidance to junior sailing instructors to create lesson plans
- Conduct regular staff meetings
- Complete Progress Reports for students under their direction instruction
- Assist Junior Sailing instructors to complete progress reports where needed
- Complete Evaluation report on each Junior Sailing Instructor at the end of the season and forward to the CYC Manager
- Provide advice or recommendations to the CYC Junior Sailing Director on hiring of junior sailing instructors. The Director has the final decision on hiring staff
- Maintain Sail Canada certifications and make a valid effort to seek professional development as often as possible
- Obey the Sail Canada Code of Conduct
- Maintain CYC Property & Equipment
  - Where possible or practical conduct repairs on CYC equipment
  - Report equipment deficiencies to the Director as soon as practical
  - Ensure the junior sailing shed is clean and secured at the end of each day
  - Organize a pre-season setup and post season tear down of applicable equipment and boats, which may include CYC members, junior sailors, parents and junior sailing staff

- Communicate with Supervisors, Peers, Parents and Students
  - Be in constant communication with parents, coaches and students
  - Report directly to the General Manager of the CYC
  - Communicate with the Director weekly
  - Remain updated on national sailing and racing standards
  - Maintain a standard of professionalism and instil this in other instructors
  
- Fundraising/Promotions/Awards Night
  - Assist the Director with scheduled fundraising activities
  - Assist the Director in hosting a graduation/awards night for students
  
- Other duties as required by the Head Junior Sailing Instructor or General Manager of the CYC

## Qualifications & Certifications

All Instructors must be a minimum of 16 years of age and be certified through the National Sport Authority (Sail Canada) and have the following credentials as a minimum:

Cansail 1-2 Coach	Required	Required	Required
Cansail 3-4 Coach	Required	VHF Operators Certificate	Required
CPR/First Aid	Required	Safe Sport	Required
Coach Boat Safety	Required	Criminal Record Check	Required

Bi Weekly Hours: 80 hours

Salary: Will be calculated based upon minimum wage, as well as level of qualification and amount of experience.

Application Deadline: Midnight Sunday Dec 4, 2022

Resumes can be submitted to: [juniorsailing@cyc.pe.ca](mailto:juniorsailing@cyc.pe.ca)

Only applicants selected for an interview will be contacted.