



Chelsea Yacht Club

8-22 Front St., PO Box 180, Chelsea-on-Hudson, NY 12512

CYCSailingEd@optimum.net | www.chelseayacht.org

Employment Opportunity: Youth Sailing Academy Shore Manager

Posting Date: Mar 7, 2023

Overview:

The Shore Manager shall be enthusiastic and willing to support the Youth Sail Academy in introducing the sport of sailing and nurturing students in the fundamentals of sailing and the importance of the natural environment in which we sail. Emphasis is placed on the safety of students, staff, and volunteers, supporting the individual needs of each student in a professional manner.

Compensation: \$15-17/Hour.

Schedule: Weekdays 8:30 am to 4:30 pm, June 26th thru August 5th, 2023.

Responsible to: Director of Sailing Education

Qualifications:

1. The Shore Manager shall hold, at a minimum, the following credentials:
 - a. CPR/First Aid/AED
 - b. SafeSport
 - c. All credentials shall be current by the commencement of the program and maintained through August 5th, 2022.
 - d. Shall have a passion for the environment and working with kids and adults with a positive, enthusiastic, flexible, and professional attitude.
 - e. Shall possess problem-solving abilities, and people skills

Responsibilities:

1. The Shore Manager shall assist the Director of Sailing Education with determining and setting up the necessary inventory and equipment in the HUB prior to the commencement of the program.
2. Shall assist the Director of Sailing Education with scheduling the volunteer support for the duration of the program.
3. Shall maintain an on-site record of any pertinent information for each student (medical info, allergies, learning disabilities, emergency contacts, etc.), and coordinate with the Head Instructor.
4. Shall collect and oversee finances for sold inventory and coordinate with the CYC Treasurer on deposits and maintaining accounts and payment services, e.g. Venmo.
5. Shall monitor and maintain the inventory and equipment within the HUB from week to week.
6. Shall empathize and communicate with the students, parents, and volunteers and be able to adapt to their individual needs while fostering an inclusive environment where youth, volunteers, and staff are physically and emotionally safe.
7. Shall report information, such as weather conditions or an anxious participant to the Head Instructor.
8. Shall be the contact point person with parents/guardians if a student is ill or injured and in emergency situations.
9. Shall set an example for participants and volunteers by being aware, engaged, and proactive. This means recognizing and responding appropriately to any task which keeps the program running smoothly, coordinating with volunteers and Head Instructor, tidying work areas, or picking up trash

To apply: Please send cover letter and qualifications/resume to CYC Director of Sailing Education via email: CYCSailingEd@optimum.net OR mail to: Chelsea Yacht Club, PO Box 180, Chelsea, NY 12512.