Baie d'Urfé Yacht Club (BDYC) Junior Squadron – Head Instructor CANSail Programs

The Baie D'Urfe Yacht Club boasts a great Junior Sailing Program! We are not a daycare nor a daycamp, but rather a family-oriented sailing school that offers all-day training and fun for kids of all ages and all levels of sailing experience. We are a smaller and intimate club that fosters a safe and exciting way to spend the summer outdoors.

We offer learn to sail, advanced sailing, and race team. Our coaches are all certified sailors and typically graduates of our own program! They are local, experienced, energetic, entertaining, bilingual, and most of all…they are fun!

As a sailing instructor at BDYC, you have the opportunity to take on greater roles with fewer students. We pride ourselves on having fun, while being safe and enjoying the great pleasure of spending time on the water in the fresh air! Join us – you won't regret it. Check us out at https://www.bdyc.com/. Send your CV to juniorsailing@bdyc.com.

Employment Summary

Employment Term: Typically 8 weeks of CANSail programs (4 sessions) during the Regular Season from late-June to late-August, with an estimated 2-3 days needed for Season Opening (*mid-June*), and 2-3 days for Season Closing (end-August), as well as attendance at Awards Banquet (*date to be determined in August*).

Job Description: The employee agrees to fulfill the requirements of the CANSail Sailing Instructor as set forth in the **detailed job description in the addendum attached**.

Salary: To be discussed – based on experience. Competitive rates offered and overtime paid at time and a half. Instructors shall also benefit from a complementary BDYC membership during the course of their continued employment.

Hours of work: Based on scheduling needs, the goal is to work 4-5 days (32-40 hours) per week. During the season and per Base Hours below, instructors are to commence work one half hour before the arrival of the students Monday through Friday and remain until their required duties are completed, generally one half hour after the end of the day. Instructors are required to supervise students at all times even during lunch break. In addition to camp hours, RCO duties may be required for instructors *(approx. 1-2 RCO shifts per week*). Exemptions can be made if an employee is already working 40h/week and their schedule is complete. **Base Hours** are typically: 9am – 5pm Monday to Friday

Leave: All leave will be without pay. Appointments should be scheduled outside of working hours, if this is not possible, the Director should be given a minimum of three days' notice of any absences. In the event of absences due to illness, the instructor should notify the Director as soon as possible so that a replacement can be found.

Behavior: Sailing instructors are to serve as role models for the students. As such, they will not use profane language or swear in front of the students. The consumption of alcohol, smoking or the use of any banned substances is strictly forbidden on the Club premises or while the students are under the instructor's care. Instructors have a duty to attend to students at ALL times – either guiding them, coaching them, or simply communicating with them. Instructors are expected to wear their instructor shirts at all times. Cellphone usage must be limited; phones will be confiscated until end of shift if usage interferes with attention to students or their safety. Staff will be sent home (without pay) at the discretion of the Head Instructor or the Director of Junior sailing should they not be deemed fit to work.

Safety: All instructors share in the responsibility of the safety of the students. Instructors must wear approved PFDs and shoes while on the docks and the water. They must ensure all students do the same. Instructors must ensure that students are adequately protected from the sun through the use of sunscreen and hats. They must determine whether the weather is suitable for on-water training, taking into account students' skill levels. Alternate activities should be planned for when students must stay ashore. The Head instructor must be advised of any injury or accident as soon as possible.

Practice: An instructor is expected to maintain their skill by sailing an average of 2 hours per week.

Regattas: Instructors attending a regatta will be paid per their respective hourly rates and typically get 1 or 2 days off post-regatta to rest and recuperate.

Head Instructor Job Description CANSail Programs

- The Head Instructor/coach shall report to the Director of Junior Sailing
- Be responsible to assist in recruitment of instructors, for the supervision of instructors and the proper instruction of their assigned students, for the supervision of equipment
- Maintain a positive attitude and a safe environment for all
- Manage payroll submission
- Organize regattas

Responsibilities shall include but are not limited to:

Season Opening

- Ensure CANSail Instructor certification is in order and submit proof of certification to the Director of Junior Sailing; successful completion of in-year instructor courses and FVQ/CANSail Instructor fees and insurance will be reimbursed by BDYC
- Coordinate and prepare staff meetings and training for all instructors as necessary
- Perform a complete inventory of fleet and equipment in conjunction with other instructors
- Ensure that the squadron fleet is properly rigged and that all supporting equipment is available and functional
- Prepare a list of any additional equipment needed to ensure fleet is properly rigged and functional
- Prepare and send welcome communications to sailors and parents
- Coordinate and prepare sailors wWeekly program and lesson plans in conjunction with other instructors

Regular Season

- Instruction of CANSail programs:
- Preparare daily lesson plans and ensuring they are filed in Lesson Binder
- Ensure the safe and proper supervision of the sailors of all classes at all times including lunch breaks (this includes not only the monitoring of safe sailing, but also ensuring that students do not go into restricted areas of the Yacht Club, do not use profanity, do not bully or harass other sailors etc)
- Make daily log entries noting wind, weather, waves, crews, lessons plans and any other information pertinent to the day for the sailors
- Ensure equipment is handled with care to avoid loss or damage, monitor the condition of to ensure that it is reliable for the safe operation of the program, perform general maintenance and upkeep of equipment
- Coordinate with other instructor to ensure that all sailors are met and that parents are greeted at the start and the end of each day
- Speak with parents and answer their queries in a friendly and professional manner
- Advise the Director of Junior Sailing immediately of any accident, personal injury or other unusual occurrence.
- Ensure that all facilities and equipment are kept clean, litter-free, at all times
- Ensure that the first aid and tool boxes are always at hand and appropriately stocked
- Carry on other work as assigned by the Director of Junior Sailing
- Take notes about students and transfer to checklick to complete all sailor evaluations throughout the season
- Maximize time spent on water by all school participants
- Ensure staff are available for the minimum prescribed hours per week
- Maintain regular communications with Director of Junior Sailing to ensure he/she is appraised on any issues
- Voluntary Basis: RCO duties could be needed if Bosuns are not available

Season Closing

- Determine which students are receiving certificates of proficiency
- Determine which students are deserved of a special merit award
- Host (with assistance of fellow staff and director) an awards banquet and family dinner
- Coordinate and conduct a complete inventory of fleet and equipment in conjunction with other instructors
- Coordinate with Bosuns that all boats are taken down and prepared for secure winter storage in the dry dock area (motor boats) and the rack (dinghies)