



Sail Newport Keelboat Instructor Job Description

- Be certified as a US SAILING Instructor (min. Level I Smallboat Sailing Instructor – Basic Keelboat Instructor preferred), or have comparable certification. Maintain current CPR and First Aid certifications.
- Have strong skills and experience (both practical and theoretical knowledge) sailing a variety of sailboats including day sailing keelboats, in all conditions from light to heavy air.
- Instructors will demonstrate a commitment to working as a team, and be supportive of the efforts of their fellow instructors.
- Be an appropriate role model for all students and customers. Encourage the highest levels of sportsmanship and behavior. Generate enthusiasm and commitment to learning, while maintaining a commitment to Sail Newport's program objectives: *safety, fun and learning*.
- Keelboat instructors are responsible, and should be comfortable, teaching both youth and adults, in both group and private settings.
- Follow the course curriculum as designed. Keelboat Instructors are responsible for developing the daily lesson plans for their respective lessons. It is expected that Instructors will make full and constructive use of the time scheduled for lessons, and show creativity and excitement with their lessons to the best of their ability.
- Instructors are responsible for all landside and on-the-water aspects of the conduct of their lessons. This includes assisting students with the rigging and preparation of the sailboats, reviewing and insuring that rigging is done correctly, and that the boat(s) are in safe, working condition.
- Instructors are responsible for handling Check-Out test sails with renters, and for familiarizing renters with Sail Newport's Keelboat Rental Policies and Procedures. Instructors will facilitate renters rigging and de-rigging at the start and end of each rental period, to help insure that the equipment is being treated and used correctly.
- Instructors will assist with corporate and other group sailing programs and regattas that use the fleet of SN J/22s.
- Instructors are responsible for insuring that the safety boat(s) that they will be using have the necessary and required safety and rescue equipment, before going out on the water.
- At the end of the day, Instructors are responsible for making sure that all boats, both safety and sail, are properly secured and put away, and that any extraneous equipment or materials (including trash) has been removed.
- Instructors are responsible for reporting accidents/illness, both minor and serious, to the Program Director and when appropriate, the parent/guardian, and for making the appropriate notes in the Injury Log (refer to the Emergency Response Sheet for more information).
- Instructors are responsible for reporting any problems with the condition of any boat (safety or sail) used in the program to the Senior Instructor, and logging them in the Maintenance Log. Instructors are expected to help keep the boats clean and take care of minor repairs as needed (i.e. replacing frayed lines, broken shackles or cleats and ring dings, etc.).
- The Keelboat Instructors and Program Director will meet periodically each week to review the days, discuss pertinent issues, and plan and prepare for the upcoming schedule. Instructors are expected to be open and honest in their communication with students, parents, customers, instructors and staff alike.