

## Youth Program Director

**Mission Statement:** Sail Sand Point's mission is to bring the joy and life-enhancing benefits of sailing and small boats to people of all ages, abilities, and backgrounds.

**Overview:** Sail Sand Point offers a range of programs geared towards youth participation and retention, primarily through learn to sail summer camps and youth racing. The Youth Program Director will work closely with the leadership staff to oversee and manage the staff resources, curriculum, equipment and assets needed to implement these programs. As many of these programs run in the evenings and on weekends, candidates must be willing to work occasional evenings and weekends, as needed, throughout the sailing season.

The Youth Program Director will work collaboratively as part of Sail Sand Point's leadership team to advance the organization's mission as it pertains to youth sailing. They will assume a key leadership role in the areas of summer camps, youth racing, and instructor development. The YPD will focus on providing a safe, fun, educational, and organized environment for Sail Sand Point's younger users, program staff and coaches.

**Reports to:** Executive Director

**Commitment:** Permanent, full-time, year-round position

**Compensation:** \$55,000/year, this position is eligible for health/dental benefits, matching retirement plan, an ORCA card for commuting, generous PTO as per our staff handbook, and is bonus eligible.

### Essential Job Functions:

- Program Management
  - Hire, train and manage the Summer Camp Head Instructor (SCHI) and the Head Coach of Racing (HCR)
  - Co-Lead the recruiting, hiring, training, and mentoring of the seasonal Camp Instructors with SCHI and the Race Program Coaches with HCR.
  - Oversee day-to-day operations of summer camps and youth racing programs
  - Mentor and oversee the development of youth sailors, future and current staff in these programs
  - Support the scheduling, and provide supervision and feedback for staff with SCHI and HCR
  - Resolve and document parent complaints & concerns that arise. Involve Executive Director as needed.
  - Recruit and supervise volunteers to assist with youth programs and regattas as needed
  - Maintain safety culture among staff
  - Actively engage in coaching (coaching at least 2 days/week during spring and fall seasons) and organizing the youth racing and regattas
  - Step in to run programs, when needed
- Administration
  - Managing and improving curriculum and trainings
  - Training seasonal staff and volunteers
  - Schedule volunteers and instructors for summer camps
  - Support and develop program offerings and registration through Active Network software (off season)
  - Support planning and creation of Operational and Capital Budgets (off season)

### Required Qualifications:

- 3+ years of experience working in a sail training environment
- Strong sailing skills and racing experience
- Minimum associate's degree (in a related field preferred)
- Excellent organization, communication, and team management skills
- Exceptional inter-personal skills, and the ability to train and delegate appropriately
- Effective communicator with excellent writing and verbal communication skills
- Ability to work with diverse stakeholders and community partners
- Ability to collaborate and prioritize in a dynamic environment

**Required Certifications:**

- Current US Sailing Level 1 Small boat Instructor, Level 2/3 preferred
- Current US Sailing membership
- Washington State Boater's Education Card
- Current CPR/First-Aid and Safe Sport certifications
- Current CPR/First-Aid certification
- CDC "Head's Up" online concussion training
- Current SafeSport certification

**Beneficial skills:**

- Certified Club Race Officer and/or experience running club-level dinghy regattas
- Maintenance and general repair of sailboats, outboard engines, powerboats and facilities

To apply, send a resume and cover letter to the hiring team at [seth@sailsandpoint.org](mailto:seth@sailsandpoint.org). Offers of employment are contingent on passing a criminal background check. Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

Sail Sand Point is an equal opportunity employer who believes every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Sail Sand Point does not tolerate any unlawful discrimination or harassment.