

**TOWN OF WOLFEBORO / NH BOAT MUSEUM
JOB DESCRIPTION
SAILING PROGRAM HEAD INSTRUCTOR/COORDINATOR**

JOB SUMMARY:

The Sailing Head Instructor/Coordinator works under the direct supervision of the Recreation Director/Assistant Director and coordinates with NH Boat Museum sailing committee volunteers. Responsibilities include the preparation for, instruction of, and season-end closing of the Albee Beach Sailing School programs (Lake Wentworth, Wolfeboro, NH). Adjusts the programs to ensure a high quality, safe, and fun experience for all student participants.

Essential Functions/Minimum Performance Standards:

- Based on the existing "Sailing Program Manual", organize the tasks to be done pre-season, during the season, and post-season. Work with NH Boat Museum sailing volunteers to ensure tasks are completed on time.
- Instruct class participants in the sport of sailing, according to their skills and abilities (beginner to advanced). Participant ages range from 9-15 years old for the youth programs and 16+ for adult programs.
- Along with the Assistant Sailing Instructor, prepare sailing equipment and supplies daily for participants.
- Lead participant lessons and provide supervised activities. Establish and communicate expected conduct to ensure a safe learning environment.
- Ability to run a safety motorboat for class.
- Ensure the proper handling of first aid and emergency situations.
- Ability to perform minor boat and sail repair and keep track of off-season maintenance needs.
- Actively communicates with class participants and parents.
- Ability to work independently and manage the Assistant Sailing Instructor without on-site supervision.

Minimum Qualifications, Training, or Experience to Start:

- Desire current certification as a Small Boat Sailing Instructor Level 1 or an equivalent certification that is approved by the U.S. Coast Guard and National Association of State Boating Law Administrators.
- Must have some previous sailing instruction experience or related training.
- Must have a thorough understanding of equipment and supplies used in a sailing program.
- Must possess a valid NH State Driver's License and a Boating Safety Certificate (NASBLA approved).
- Must possess or obtain Basic First Aid & CPR Certification.
- Lifesaving Certification is a plus.
- Available July through mid-August, M-F, 8:30am – 4pm.

Physical Capabilities

- Physical strength and ability to lift up to 50 pounds.
- Stamina to stand and walk for a minimum of four hours.
- Advanced swimming skills.
- Must be at least 18 years old.

Interested applicants should send a resume to parksdirector@wolfeboronh.us or call 603-569-5639.