



Assistant Director: Job Description

About us: Alameda Community Sailing Center (ACSC) is a charitable non-profit 501(c)3 organization. Our mission is to provide opportunities to participate in sailing on San Francisco Bay through access and education.

Job Summary: The Assistant Director manages daily operations of our sailing programs under the guidance of the Program Director. This position works directly with customers, sailing students, instructional staff, and volunteers.

Location: Alameda Community Sailing Center

Terms: Full-time, 40 hours per week, including weekends; primarily in-person

Duties and Responsibilities:

- **Oversee daily operations:** Ensure program staff complete daily tasks and reports; Assist with sailboat and powerboat preparedness and repair
- **Administrative tasks:** Coordinate staff schedule; Respond to customer service emails, calls, and texts; Assist with grant applications and reports
- **Sailing Instruction:** Occasionally teach sailing courses for children and adults using US Sailing standards; train new and returning staff on internal policies, procedures and emergency preparedness
- **Community Outreach and Marketing:** Collaborate with local community groups for programs and special events; Assist with promotional activities and social media

Preferred Skills and Experience:

- Ability to model ACSC's values of fostering inclusiveness, building community, encouraging adventure, and protecting the environment, all while having fun
- Experience in aquatic recreation, group facilitation, and youth development, with heightened focus on risk management in an outdoor setting
- Ability to work collaboratively and productively with volunteers, staff, adult and youth participants, and the surrounding community
- Technical administrative skills such as database management and Google applications (sheets, docs, meet, etc.); strong oral and written communication

Preferred Credentials:

- Associate's or Bachelor's Degree
- US Sailing Level 1 certification (US Sailing Level 3 certification within 1 year of hire)

Physical Requirements: Must be able to lift and carry equipment ~45 pounds; Must have the ability to sit or stand for extended periods of time; Comfortable wading into the SF Bay.

Compensation & Benefits:

- Rate: \$28-\$32/hour based on experience & credentials
- Health Insurance Reimbursement available
- Reimbursement for US Sailing Certifications
- Use of ACSC sailboats for personal recreation