

ACSC Lead Instructor Job Description

The role of Lead Instructor requires: good communication and creative problem solving; strong leadership and organizational skills; ability to be flexible and adaptable, and provide outstanding customer service. Represent ACSC's core values and mission.

Programs

- Collaborate with Program Director to create and implement curriculum for staff training
- Serve as the leader of the Instructors, Assistant Instructors, and CITs
- Youth sail camp:
 - Collaborate with Program Director to create and implement camp curriculum
 - Instruct summer camp sessions
- Teach the Siebel Sailors Program at ACSC.
 - Regularly communicate with the regional Siebel Coach, and
 - Utilize the resources provided to us as a Siebel Center as effectively as possible.
- Adult and family programs:
 - Teach Learn-to-Sail classes for adults and families
 - Teach Intermediate Adult Sailing classes
- Participate in community activities hosted by ACSC

Safety

- Promote a culture of safety among staff and participants
- Be familiar with, and enforce, safety protocols among staff and participants
- Perform "boat checks" before boats leave the yard, and ensure that other staff do so as well
- Manage multiple groups on water and land with a strong focus on risk management

Facilities & Budget

- Maintain a clean and organized site
- Make sure damaged equipment is reported to Program Director and taken out of service
- Assist with boat maintenance and repairs when not teaching classes
- Set the example of cautious and prudent boat/equipment care
- Assist with power boat haul-outs and launches

Professional training

- Attend annual US Sailing training meeting
- Attend US Sailing Instructor certification courses

Reports

- Provide End of Day reports and follow up with other Instructors to make sure all daily paperwork is completed and submitted to the Program Director.