



**Oakville Yacht Squadron Sailing School
HEAD INSTRUCTOR
Summer 2012**

Job Description

The Oakville Yacht Squadron Sailing School (OYSSS) is seeking an ideal candidate for Head Instructor, who is responsible for leading a team of instructors to deliver a multi-level, CYA standards based curriculum to junior and adult programs.

Responsibilities include, but are not limited to:

- Ensuring safety of OYSSS instructors and students
- Provide properly planned, effective and safe lessons for students on and off water
- Record and maintain student registration, progression and achievements
- Direct supervision and mentorship of the team of Sailing Instructors
- Maintaining instructor paid time sheets
- Ensure safety and cleanliness of OYS grounds at all times
- Assisting with OYSSS opening and closing
- Ensure all classes begin and end on time, as well as general punctuality of staff
- Maintain inventory of OYSSS sailing equipment in working and safe condition
- Ensure that the coach boats are in serviceable condition
- Promptly notify Manager and Advisor of any equipment or safety issues and events
- Effective communication with participants, parents, instructors
- Planning and participation at OYSS Closing Banquets and planning and maintenance days
- Participating in periodic OYSS committee planning meetings
- Promotion of OYSSS registration in the general community
- Encourage a fun environment for students and Instructor staff
- Prepare year end report to OYSSS on instructors and general operations

Qualifications:

- Familiarity with and capacity to lead a transition to CYA's new CANSail LTS programs
- CYA Program Manager, Red Instructor Certification, or relevant and equivalent experience
- Current standard First Aid, CPR-C, Swimming Certificate/Boat Rescue, & PCOC
- Experience as Head Instructor or other Supervisory Sailing School Instruction capacity an asset

To apply, please send resumes and expression of interest to:

Dave Butt

OYS Sailing School Committee

dbutt@live.ca

Informal Open House January 4th from 1pm to 2pm:

To be held at Oakville Yacht Squadron Crow's Nest (upstairs).

OYS sailing school committee members will be available to informally meet prospective OYS Sailing School instructor staff for the 2012 season. This is not a mandatory event, however attendance is encouraged.