



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Hayo-Went-Ha Camps JOB DESCRIPTION

Job Title: **Sailing Specialist**
Classification: Exempt (Seasonal)
Salary: As noted on your camp employment agreement
Other Compensation: Room and Board
Reports to: Program Coordinator and Waterfront Coordinator
Revision/Review Date: March 2022

POSITION SUMMARY

The Sailing Specialist is responsible to further the mission of the camp through assisting in the planning of sailing activities at the camp's waterfront. Deliver sailing lessons and activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the physical operation of the waterfront's facilities and equipment.

ESSENTIAL FUNCTIONS

- Deliver a developmentally appropriate sailing program to campers.
- Write (with the help of Waterfront Director) lesson plans that meet camp outcomes and the abilities of the campers.
- Evaluate sailing abilities of campers and staff.
- Deliver creative sailing activities.
- Evaluate the success of the sailing program and the development of each camper's sailing abilities and skills.
- Ensure camp staff and campers are trained in and follow safety procedures for sailing.
- Assist in the implementation of staff training in the sailing area.
- Train waterfront and counseling staff in their responsibilities when assisting with sailing.
- Ensure campers and staff follow safety procedures.
- Assist in the management and care of the physical facilities and equipment in the waterfront program area.
- Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
- Clean waterfront area daily, keeping it free of hazards and debris.

REQUIREMENTS/QUALIFICATIONS:

- Have a valid and up to date Michigan boaters license. ([Click here for that information.](#))
- Current certification in lifeguard training or equivalent.
- Current certification in sailing instruction or related experience.
- Current certification in first aid and CPR.
- Prior experience sailing.

YMCA LEADERSHIP COMPETENCIES:

- **Relationship-building:** Creates and maintains authentic relationships while enhancing individual and team performance.
- **Communication:** Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.
- **Developing Others:** Recognizes and acts on the need to continually develop others' abilities to attain the highest level of performance.
- **Decision-making:** Integrates logic, intuition, and sound judgment to analyze information to identify key opportunities, make thoughtful decisions and solve problems.
- **Leadership:** By providing the right example, motivates and encourages others in pursuit of common goals.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior and management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

EFFECT ON END RESULTS

The Waterfront Coordinator at YMCA Hayo-Went-Ha Camps play a vital role to ensure the best possible experience for the campers. The end result will be measured by the quality of safety, training, organization, and preparedness of the sailing program. An evaluation from the Program Coordinator at the end of the summer will also occur.

Note: Employees are held accountable for all duties of this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

SIGNATURE:

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the YMCA Hayo-Went-Ha Camps. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

Employee's name

Employee's signature

Today's date: _____



