



## Head Coach Job Description for 2024 Season

Our mandate at CYC is to be supportive of all Interests and abilities: supporting recreational sailors in developing a lifelong love for the sport and; driving a competitive racing culture for sailors interested in pursuing a competitive pathway during the summer and throughout the year. CYC delivers the CANSail program beginning with wetfeet to CanSail 6. Our programs run throughout July and August, however we require a Head Instructor to start mid June.

We are looking for a leader who is dedicated, positive and shares a passion for working with youth and their development. Successful participants will bring strong leadership, communication and organizational skills.

### **Reports to:**

Learn to Sail Director

### **Sailing Season:**

Mid June- Full time preparation for season  
July & August Full time

### **Salary:**

Commensurate with experience and qualifications, in accordance with Sail Nova Scotia wage guidelines.

### **Qualifications:**

- A leader who is positive, organized, problem solver
- Strong communication and delegation skills
- Great role model for other coaches and junior sailors.
- Working knowledge of current Sail NS and CANSail LTS program structure and operations
- Supervisory experience and further certification is an asset
- A minimum of CANSail 3
- Knowledge of 420's, Optimists, Lasers, coach boats and their maintenance
- Ability to operate a coach boat in an appropriate and safe manner
- VHF / RCOC certification
- Fully insured with Sail Canada
- Valid PCOC Card - boat operators card
- First Aid: Any national program approved by the CANSail Insurance Policy (standard first aid)
- Successful Police Background Check & Vulnerable Sector Screening

**Key Accountabilities**

1. Lead a team of coaches who are responsible for delivering a high-quality safe experience for all participants
2. Supervise and mentor staff members / coaches.
3. Communicate and work closely with all key stakeholders – sailing school participants, and parents.
4. Promote CYC Sailing Club events
5. Ensure that all equipment (sailboats, coach boats, radios, etc.) are kept in good and safe working order.

**Specific Responsibilities:**

- Lead a staff of 10 to 11 instructors, including but not limited to participating in the hiring process, reporting of hours for payroll, performance management and job evaluation.
- Communicate effectively with sailing staff to ensure implementation of program goals and curriculum
- Assist Learn to Sail Director with the placement of students in the appropriate program/level
- Liaise with the LTS Director regarding employee issues or problems and escalations
- Communicate effectively, and on a regular basis with youth sailing program participants and their parents, the LTS Director and other key stakeholders
- Schedule Coaches to cover regattas
- Supervise coaches in the teaching of sailing lessons
- Ensure the development and implementation of CANSail program for all levels of the Youth Sailing Program
- Oversea the coaches records of student progression
- Coordinate and assist in preseason and postseason maintenance of all sailing equipment
- Lead event planning: for example OptiJam.
- Implement and monitor all safety plans and policies for the youth sailing school, ensure strict adherence to the established Emergency Action Plan and provide first aid when necessary
- Work with the LTS Director, coordinate all sailboat and coach boat maintenance and repairs
- Supervise and ensure all areas used by coaches and program sailors are clean
- Manage the logistics related to local regattas for CYC participants, including communication with parents and participants
- Attend at all CYC sponsored events (e.g. Junior Fundraiser, Junor Dance and Closing Awards, etc.)
- Perform additional duties as requested

Please forward your updated cover letter and resume to the Learn to Sail Director: [learntosail.cyc@gmail.com](mailto:learntosail.cyc@gmail.com) by January 15 2024.