

Connecticut Yankee Council, Boy Scouts of America
Position Description
2024 Sailaway Sailing School Manager

Position:	Manager (seasonal position)
Location:	Connecticut Yankee Council, BSA offices in Milford CT and Captain's Cove Seaport, Bridgeport CT
Duration:	Pre-Season Prep: Flexible hours between May 20 to June 21, Sailing Season: June 24, to August 16, aprox. 40 hours per week
Compensation:	\$777 per week. Partial weeks will be paid at the rate of \$155.40 per diem or part thereof if less than a full day

About Us: Located in the historic Black Rock Harbor, Sailaway Sailing School is operated by Connecticut Yankee Council, BSA a non-profit organization dedicated to strengthening communities through Scouting programs for girls and boys. The Sailaway Sailing School Manager is part of a team that provides unique, experiential learning opportunities and access to the Long Island Sound for the youth of Bridgeport and surrounding communities.

Responsibilities:

The Manager's responsibility is to assist the Sailing School Director with the preparation, and management of Connecticut Yankee Council's summer sailing programs and special events. The Manager's tasks include:

- Management of student registrations for the summer sailing program.
- Maintenance of student records and required documentation
- Addressing parent/student questions and managing customer communications
- Assist in the planning, preparation and implementation of the summer program.
- Assist in training and preparing the summer staff of Instructors, Counselors and CITs.
- Help prepare and open the sailing school for the season
- Help coordinate and schedule student swimming tests at a designated pool
- Communicate program information and updates with staff, students, parents, guardians, and families. For example, if class is canceled due to bad weather.
- Set and manage the staff work schedule for each session.
- Record daily student attendance log for morning and afternoon classes
- Record and submit weekly staff worklogs for payroll
- Ensure safety standards are maintained and protocols are followed at all times
- Be prepared to adapt to weather conditions that may alter the daily program schedule
- Be prepared to appropriately respond to an emergency
- Act as a point person for communications with staff and emergency services
- Complete and submit incident reports if an accident occurs
- Report damaged or lost equipment, boats, and supplies.
- Requisition/procure supplies or repairs as needed
- Oversee the staff's completion of routine tasks

The ideal candidate for this position will have the following skills and attributes

- A mature individual (age 20 +) who is well organized with good administrative and people skills. Good communication and attention to details is important.
- Comfortable and pleasant when communicating with parents, students, and staff
- A responsible individual with the ability to ensure safety standards are maintained and protocols followed.
- Confident and able to provide direction and clear instructions to students, parents and staff members.
- A good problem solver. Able to constructively resolve issues and concerns
- Competent using standard office management tools such as email, spreadsheets, portals, text and mobile apps.
- If not already done so, willing and able to complete the following required training classes before June 24, 2024
 - CPR/ First Aid Certification
 - CT Safe Boating Certificate
 - B.S.A. Youth Protection Training (on-line 72 minutes)
 - B.S.A. Safety Afloat (on-line aprox. 22 minutes)
 - B.S.A. Safe Swim Defense (on-line aprox. 26 minutes)
- Experience with Sailing or Lifeguarding is a plus but is not required.

Interested?

Please complete the following application and submit with resume to: paul.lukas@scouting.org
We will contact qualified individuals for an interview.

First Name: _____ Last Name: _____

Email: _____ Cell Phone: _____

Home Address: _____

Date of Birth: _____ Highest Level of Education Completed _____

As this is a seasonal (summer) job, please tell us a little about what you do during the rest of the year. Are you a teacher? A student? A home maker? Have a part-time job? Retired? Other?

Please tell us about any work or life experience that you feel is relevant.

Do you do any volunteer work in your community?

Do you have any prior boating, sailing or waterfront experience?

Why would you be a good Manager for Sailaway Sailing School?

Please submit with resume to: paul.lukas@scouting.org

We will contact qualified individuals for an interview.