

**Connecticut Yankee Council, Scouting America**  
**Position Description**  
**2025 Sailaway Sailing School Manager**

<b>Position:</b>	Manager (seasonal position)
<b>Location:</b>	Connecticut Yankee Council, Scouting America offices in Milford CT and Captain's Cove Seaport, Bridgeport CT
<b>Duration:</b>	Pre-Season Prep: Flexible hours between May 19 to June 20, Sailing Season: June 23, to August 15, aprox. 40 hours per week
<b>Compensation:</b>	\$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, Scouting America 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 23, 2025
  - 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](mailto: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?

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

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Do you do any volunteer work in your community?

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

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

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