

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

- Position:** Manager
- Location:** Captain's Cove Seaport, Bridgeport CT
- Duration:** June 26, 2023 to August 18, 2023 plus pre-season team meetings prior to the start of the sailing school season
- Work Hours:** Approximately 8:30 AM to 5:30 PM, Monday through Friday
- Qualifications:** Age 20 or older

Responsibilities:

The Manager oversees the daily activities of the summer sailing program. The program runs as 4 two-week sessions (8 weeks total). Each session has a morning and afternoon class. The Manager's responsibilities include:

- Help prepare and open school facilities for the season
- Oversee a staff of approx. 10 to 14 people including Instructors (ages 18 and up), Councilors (ages 15 to 17), and C.I.T.s (age 14).
- Communicate program information and updates with students, parents, guardians and families. For example, if class is canceled due to bad weather.
- Manage changes to student and/or staff schedules
- Record daily student attendance log for morning and afternoon classes
- Record and submit weekly staff timesheets 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
- Help close the school at the end of the season

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

- A responsible individual with the maturity to ensure safety standards are maintained and protocols followed.
- Confident and able to provide direction and clear instructions to staff members
- Comfortable and pleasant when speaking/communicating with parents, students and staff
- A team leader with a positive attitude

- Able to constructively resolve issues between staff and/or between students
- If not already done so, willing and able to complete required training classes before June 26, 2023
 - 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
 - Certified Lifeguard
 - CPR
 - Connecticut Safe Boating Certificate (or equivalent from another state)

Compensation:

Competitive, based upon qualifications and experience.

Interested? For more information and to apply, please contact:

Paul Lukas

Paul.lukas@scouting.org

Connecticut Yankee Council, BSA
60 Wellington Road
Milford, CT 06460
www.ctyankee.org