



Quassapaug Sailing Center

Head Instructor Job Description 2025

Mission

At Camp Sails & Trails, our overall goal is to create an enriching and memorable experience for our campers. We strive to foster an environment that prioritizes safety, fun, and success. Our camp programs are designed to promote personal growth, skill development, and a love for sailing and nature exploration.

Overview

The Head Instructor at Quassapaug Sailing Center is responsible for overseeing all instructional programs, including sailing and environmental education. This pivotal role requires someone with a wealth of experience in sailing instruction and outdoor education, combined with strong leadership skills and a passion for working with children and young adults in a camp setting. The ideal candidate will have a proven track record in sailing instruction, ensuring the highest standards of teaching and safety are upheld.

Responsible to: Camp Director & Program Manager

Qualifications

- Must be over 20 years old.
- Must have a passion for sailing instruction, the environment and working with kids.
- Strong background in dinghy racing (including spinnaker and trapeze).
- Minimum 2 years working as a coach/instructor in a sailing program.
- Hold a current US Sailing Level 2 Small Boat Instructor certification at a minimum.
- Hold a current Red Cross CPR/AED/First Aid certification.
- Hold a current State Safe Boating & Personal Watercraft Certificate (NASBLA approved)
- Motorboat driving experience; ability to operate a motorboat in all weather conditions.
- Capable of general boat maintenance.
- Must have strong swimming skills and knowledge of water safety.
- Must have superb communication, leadership and staff management abilities.
- Must possess excellent problem solving skills and an ability to adapt to changing program needs depending on weather, number of students, number of boats, etc.
- Valid US driver's license.

Dates of Employment

Pre-season Staff Meeting: TBD

Pre-season preparations: June 9 - June 13

Training & Setup Period: June 16 - June 20

Camp Start Date: June 23

Work Hours: Monday to Friday, 8:30am – 4:30pm

Family Day: August 9

Camp End Date: August 15

Cleanup & Camp Shutdown: August 18 - 22

Responsibilities & Expectations

- Assign staff to groups, oversee training, assist with preparations, cover absences, conduct meetings, and provide feedback to instructors.
- Must be capable of teaching safety, boat handling, and sailing theory to a diverse group of students including children and adults, across all skill levels from beginners to racing sailors in dinghies.
- Support the Camp Director in organizing and conducting staff training sessions to ensure comprehensive and effective staff development.
- Assist instructors in creating lesson plans and curriculum.
- Regularly assess and revise safety action plans as needed.
- Ensure effective syllabus implementation, provide necessary tools and resources, and enforce safety protocols.
- Handle communications, monitor weather and tides, ensure facility cleanliness and safety, manage camper logistics, and oversee equipment maintenance and supply purchasing.
- Model exemplary behavior, foster a cooperative environment, communicate effectively, and maintain approachability.
- Keep accurate records, manage inventories, handle newsletters and notifications, oversee registration, and maintain camper files.
- Act as a liaison among instructors, parents, and staff, anticipate and address problems, and keep supervisors informed.
- Manage Junior Instructors: training, scheduling, and advising.
- Monitor and report on student progress, and conduct evaluations.
- Manage the Adult Lessons, including the scheduling of staff.
- Schedule all private lessons.
- Assist all staff with daily operations of the sailing center
- Answer programming calls/questions
- Get out on the water throughout the week to observe and assist staff, especially during heavy program weeks/foul weather to be on-hand for docking, end of the day wrap-up, etc.

Note: This job description highlights key responsibilities and may include other duties as needed for the camp's operations.

Salary

Commensurate with experience.

Additional Information

We are very interested in someone who can commit to multiple years in the position and play a key role in growing our programs.

Application Process

Interested instructors should email resumes to: manager@qsailingcenter.org. Applicants will be considered on a rolling basis.

Questions can be directed to Henry James, 203-893-8722, henryj@qsailingcenter.org.