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Sailing Coordinator

JOB: Full/Part-Time, Seasonal (Non-Exempt)

DEPARTMENT: Operations, Recreation

REPORTS TO: Waterfront Supervisor

SUMMARY: The Sailing Coordinator is responsible for the daily operation and maintenance of the Lakeside Sailing Center. Responsibilities include, but are not limited to, teaching sailing classes, maintaining cleanliness of waterfront and facilities, managing boat, kayak and stand-up paddleboard rentals, overseeing boat registration and storage, teaching certification training and refresher courses and assisting with special recreational events, such as sailing races.

Must be available to work from mid-May to Labor Day, including days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provide a safe atmosphere for all guests and employees
- Assist with instruction of weekly sailing classes (in classroom and on the water)
- Supervise all activities at the sailing center
- Maintain an inventory of all sailboats, safety equipment and supplies
- Operate hourly/daily sailboat, kayak and stand-up paddleboard rentals; coordinate with the Information/Waterfront Center Attendant
- Assist with daily/regular cleaning and maintenance of all waterfront facilities, Splash Park and beach area (such as seaweed, trash, sweeping sand)
- Coordinate 'red flag' safety warnings with the Recreation & Wellness Manager and Lakeside Safety Services
- Coordinate with Sailing Staff on sailing lessons, storage agreements and rentals of water equipment
- Conduct mid-season and end of season employee evaluations with Recreation Wellness Manager
- Attend regularly scheduled supervisor meetings with Recreation & Wellness Manager
- Assist with managing boat storage agreements; coordinate with the Information/Waterfront Center Attendant
- Ensure customer relations and satisfaction are of highest priority
- Follow all applicable safety rules and procedures

QUALIFICATIONS: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions. Must be at least 16 years old, with certification in Lifeguard and Basic Life Saving (CPR/First Aid/AED) and hold U.S. Sailing Instructor certification.

EDUCATION AND/OR EXPERIENCE: High school graduate or its equivalent with five years related experience or training. See above for certifications needed.

LANGUAGE SKILLS: The ability to read and interpret documents, such as operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

MATHMATICAL SKILLS: The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts. Keep accurate records by compiling and reporting weekly payroll, fees collected for classes and special events.

REASONING ABILITY: The ability to solve practical problems and deal with a variety of concrete variables in situations. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. The ability to interpret a variety of instructions.

PHYSICAL DEMANDS & WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 20+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee will work an eight-hour shift in an outdoor environment, regularly exposed to wet, cold, humid, hot and very hot conditions. There is occasionally the requirement to move mechanical parts, handle properly toxic or caustic chemicals; there can be a risk of electrical hazards and the employee must use extreme caution and use appropriate safety procedures when necessary. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:
employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Applicant/Employee Signature

Date

Supervisor Signature

Date

