

NEWCASTLE CRUISING YACHT CLUB



POSITION DESCRIPTION

Position: **Sailing Instructor**

Reporting to: Senior Instructor

Purpose of the position

The Sailing Instructors primary role is the quality operational delivery of all courses and activities offered by the Sailing Academy operating as an accredited *Australian Sailing Discover Sailing* Centre.

Key Relationships

- Sailing Manager, Senior Instructor, other Sailing Instructors, Sailing Support Officer, Sailing Development Officer, Sailing Maintenance Coordinator.
- Club sailing volunteers and committee members.
- Course participants (children & adults), parents, school teachers, club members, general public.
- Sailing & Maritime Authorities: Australian Sailing, NSW Maritime and Newcastle Port Corporation.

Key Tasks

Sailing Instruction

- Ensure a welcoming ambience is provided to all Sailing Academy participants.
- Deliver the highest standard of customer service to all parties involved.
- Provide a supportive, safe and non-threatening environment for all participants with particular attention provided to children under our care.
- Ensure compliance with NCYC's Standard Operating Procedures and Policies.
- Provide activity sessions on & off-water, in all weather conditions, to children and adults following applicable *Australian Sailing* syllabi and the NCYC Sailing Academy programs.
- Deliver courses and activities in the Club's fleet of Force 24 inshore keelboats and/or 'Tackers' junior dinghies.
- Provide on-water powerboat back-up and support in the Club's RIB if rostered.
- Work with Assistant Instructors when suitable, acting as role models and providing on-going opportunities & guidance to practice teaching and enhance their skills & abilities.
- Respond to enquiries regarding the Sailing Academy and Club sailing in general.

Preparation & Pack-Down

- Attend the pre-session briefing with Lead Instructor/Tackers Leader.
- Work with other instructors to ensure all boats, equipment and classroom facilities are set up and presentable for each course. Ready for course commencement time.
- Wash, pack-down and correctly store all equipment at the end of the days activities.
- Attend a session debrief with Lead Instructor/Tackers Leader.

Asset Maintenance

- Carry out routine repairs and scheduled maintenance duties as directed by the Senior Instructor from time to time. This may include the use of hand tools that do not require a specific licence.

- Ensure actions are taken for prompt attention to operational faults in Sailing Academy boats, plant and equipment.

Administrative Responsibilities

- Maintain sign-on/sign-off records for your allocated students.
- Complete a QR code pre-departure checklist and vessel return log for every on-water session.
- Provide participants with completed end-of-course paperwork (completed logbooks, participation certificates, etc).
- Complete incident reports, participant injury reports and boat maintenance reports as required from time to time.

Qualifications / Attributes / Experience

Essential

You must hold current:

- *Australian Sailing/RYA* Keelboat Instructor qualification, and/or
- *Australian Sailing/RYA* Dinghy Instructor qualification with Tackers Endorsement.
- Provide First Aid Certificate.
- NSW Working with Children Check (for employees).
- For Dinghy Instructors: NSW General Boat licence and Powerboat Handling Certificate.

You will have:

- Experience in sailing dinghies and/or small inshore keelboats.
- A focus on safety, ability to anticipate potential hazards and be risk mitigation aware.
- A commitment to being reliable, punctual and well presented for work.
- Exceptional communication and customer service skills.
- Ability to work both weekdays and/or weekends
- Ability to work during the day, afternoons and/or evenings.
- Ability to work independently, as well as a member of a team.

Desirable:

- *Australian Sailing* Powerboat Instructor qualification.

Working Conditions

- Casual. A flexible roster with as much work as we can provide. A degree of weekly shift consistency may be offered. As sailing is a seasonal activity, the spring/summer period offers the highest shift opportunities.
- The position is part sedentary (approximately 5%) and part physical (approximately 95%) the latter requiring an ability to work on-water in all weather conditions. Accordingly, a sound level of fitness is required to fulfil this role.
- Sailing Academy instructor uniform including long-sleeved shirts and hat.
- Award hourly pay rates based on age, qualifications & experience, plus superannuation.
- Primary location is the Newcastle Cruising Yacht Club located at 95 Hannell Street, Wickham. Work is also available at the club's satellite location, the Bay Sailing Centre in Port Stephens.
- Suitable candidates who possess a positive and enthusiastic attitude with a strong work ethic may be offered courses and further training to enable them to grow in the role and extend their opportunities with the Sailing Academy and the Club.

Supplemented Work Option

In order to provide as many hours of work as possible, the option to supplement Sailing Instructor work with that within the Dockmaster team, sailing administration and/or the Club Bar/Restaurant rosters exists. Bar staff are required to hold the Responsible Service of Alcohol certificate.