



## **Position Description: VA12SC Sailing School Instructor**

The Sailing School Instructor at VA12SC is responsible for the delivery of the Australian Sailing Discover Sailing syllabus as documented in the Australian Sailing Dinghy Program Instructor Manuals. As the key “face” of the Sailing School at VA12SC, the Instructor is required to fully understand the Sailing School Mission and Values and encapsulate these within the programs they run. The Instructor is responsible for leading a team of Assistant Instructors not just within the program but also with regard to the professional development of Assistant Instructors within the club.

### **Qualifications, Skills and Experience required by Instructor:**

- Qualified Yachting Australia Instructor
- Experience in the delivery of junior sail training programs
- Ability to build rapport with club of officials and assistant Instructors
- Excellent presentation skills with particular reference to verbal communication with children
- Strong leadership capacity with regard to health and safety procedures, delivery of the Sailing School program, and the guidance of assistant Instructors
- An appreciation of the long-term develop of juniors within sailing
- Have completed the Yachting Australia Discover Sailing Instructor & Assistant Instructor Training Module

### **Instructors is responsible for:**

- Participants having fun
- Communicating with the Sailing School Coordinator regarding lists of participants registered for each Sailing School program in order that a register be produced prior to commencement of the program
- Working in conjunction with the Assistant Instructors to pack away the boats following each Sailing School session. All equipment needs to be accounted for at the end of the session
- Monitoring the condition of the equipment and report any problems to the club and/or the Sailing School Coordinator
- Making an assessment of the prevailing weather conditions prior to the start of each Sailing School session. Communicate this assessment to the Sailing School Coordinator and parents
- Determining the appropriate on-water and off-water activities given the weather conditions at each Sailing School session. The Australian Sailing Instructor Manuals have been specifically designed to provide guidance for the activities that can be undertaken. As much as possible, Sailing School sessions should run as usual with off-the-water indoor games replacing on-the-water activity if the weather does not permit the latter
- Proficient practical delivery of the Sailing School Mission and Values. The Instructor should work creatively to adhere to the Sailing School Mission and Values, using the information within the Instructor Manual as a guide
- Supporting the Sailing School Coordinator in promotion of the Sailing School programs
- Organising the tasks required of each Assistant Instructor for on-water activities for the Sailing School program
- Signing off Australian Sailing Dinghy Program certificates at the end of the courses to those participants who have successfully completed the course



- Encouraging participants to undertake subsequent levels of the Sailing School programs and membership within the club. Having an understanding and appreciation of the development sailing pathway is essential in this regard
- Upholding the reputation of the club by acting in a professional manner at all times
- Wearing the Sailing School Instructor's Kit at all times during delivery of the Sailing School program
- Delivering the Dinghy Program Session Plans (including the list of games and activities provided in the Dinghy Program Instructors Manuals) provided by Australian Sailing
- Attending development meetings with the State Dinghy Program representatives from Australian Sailing as required