

# Site Director/Step 2 Leader (Jamaica Pond)

*Note: With this position there is a possibility for 3-season employment. Please indicate on your application whether you would be interested in part-time or full-time employment beyond the summer season.*

## Job Description

The Site Director's primary responsibility is to oversee and facilitate the day-to-day operation of the Jamaica Pond program. He/She reports to and will work closely with the Youth Program Director. He/She will act as Courageous' primary liaison between the Courageous JP staff, the Charlestown office staff, the City Parks Department and the members of the general public who also utilize the pond and boathouse outside of youth program hours.

As the Jamaica Pond Site Director, this individual also serves as Jamaica Pond's Step 2/Learn-to-Sail Leader. In this role, he/she supervises and coordinates the day-to-day execution of this curriculum.

In this head-instructor role, the site director must be the kind of person who can create a fun, energy-filled and friendly work environment, while simultaneously ensuring that staff maintains Courageous' standards for sailing education, proper boat care, and safety.

Specific daily responsibilities include but are not be limited to: ensuring that the youth program proceeds on schedule; planning and conducting weekly meetings with site staff; monitoring weather conditions; ensuring that the boats and grounds are tidy at the end of each day; opening and closing the site; checking in daily with the youth program director via telephone; and assisting the youth program director in organization of materials and curricula for leadership and environmentally focused lessons.

## Requirements

- U.S. Sailing Certified Level I Instructor, equivalent or more advanced
- Current First Aid/CPR certification
- CSC motorboat qualified (mandatory in-house certification equivalent to completion of NASBLA-approved safety boat course through the MA Environmental Police and/or through the US Sailing Level I certification course)
- 4+ years experience teaching youth between the ages of 8 and 22
- Prior experience in a managerial role, preferably as a manager of high-school and/or college-aged individuals, ideally in youth program settings
- Experience in basic sailboat and powerboat maintenance
- Positive and enthusiastic attitude
- Self-starter with strong work ethic and attention to detail
- Team-oriented
- Outstanding references
- A passion for sailing, aquatic environments and working with youth
- Highly organized, dependable and trustworthy; ultimately capable of being relied upon to oversee the operations of this unique off-harbor satellite and proudly represent Courageous to the general public

### Other considerations for this position:

- Other certifications (Lifeguard, EMT, WFA, WFR, etc.)
- Prior experience as head sailing instructor or in similar leadership/management role in a sailing program
- Experience as an environmental educator; past education or interest in the fields of biology, environmental studies, geology, ecology, aquatic studies, or similar fields

- Experience with experiential outdoor leadership education (NOLS, Outward Bound, etc.)