



## Description for the Position of Head Coach for our 2024 Sailing Season.

Our motto is *"Teaching Life Skills Through Sailing"*.

Not only do we produce high quality, competitive athletes, we also focus on the development of each individual sailor as they become young adults. There is a sense of community and belonging that makes HSC unique. As the Head Coach you are responsible for mentoring sailors and other coaches as they develop. The successful applicant must be a role model for youth and represent HSC in the greater sailing community.

We are seeking a dedicated and enthusiastic individual with a passion for both sailing and working with young people. Successful applicants will require strong communication and organizational skills. HSC delivers the CANSail program from Wetfeet to CanSail 6. Our busiest weeks will see upwards of 80 sailors at the club and 12 coaches on staff.

### Reports to:

Learn to Sail Director

### Sailing season:

- Spring, May & June (full time)
- Summer, July & August (full time)
- Fall, September & October (opportunity for part time)

### Salary:

Commensurate with experience and qualifications, in accordance with Sail Nova Scotia wage guidelines.

### Qualifications:

- A mature individual with a positive "can do" attitude, with the ability to act as a positive role model and ambassador for the Hubbard's Sailing Club.
- A demonstrated passion for sailing, including race experience
- A minimum of CANSail 3-4 or 5-6 Instructor levels
- A working knowledge of current Sail NS and CANSail LTS program structure and operations
- Extensive knowledge of 420's, Optimists, Lasers, coachboats and their maintenance
- Knowledge of 29er skiff dinghies would be considered a valuable asset
- Ability to operate a coach boat in an appropriate and safe manner
- VHF / RCOC certification
- Fully insured with Sail Canada
- Valid PCOC Card - boat operators card
- First Aid: Any national program approved by the CANSail Insurance Policy (standard first aid)
- Supervisory experience and further certification would be considered assets
- Successful Police Background Check & Vulnerable Sector Screening

### Key Accountabilities

1. Deliver a quality sport experience for all participants while ensuring the safety of all users of the club including students, coaches and members.
2. Liaise between all key stakeholders – sailing school participants, parents, and board members.
3. Supervise and mentor staff members / coaches.
4. Promote the Hubbard's Sailing Club at events, in the community, and at Sail NS.
5. Ensure that all equipment (sailboats, coach boats, radios, etc.) is kept in good and safe working order.

**Specific Responsibilities:**

- Coordinating and assisting in preseason and postseason maintenance of all sailing equipment
- Ensuring the development and implementation of CANSail programming for all levels of the Youth Sailing Program
- Leading a staff of 11 to 12 instructors, including but not limited to participating in the hiring process, reporting of hours for payroll, performance management and job evaluation.
- Communicating effectively with sailing staff to ensure implementation of program goals and curriculum
- Assisting Learn to Sail Administrator with the placement of students in the appropriate program/level
- Liaising with the Learn to Sail Director regarding employee issues or problems and escalations
- Communicating effectively, and on a regular basis with youth sailing program participants and their parents, the LTS Administrator, LTS Director and other key stakeholders
- Scheduling additional working hours (Adult lessons, Private Lessons, Regatta staff) for Sailing Instructor Staff
- Supervising sailing instructor staff in the teaching of sailing lessons
- Recording and maintaining records of student progression
- Leading additional event planning over and above the regular program for the purpose of enhancing participant experience and exposing the club to learning opportunities
- Implementing and monitoring all safety plans and policies for the youth sailing school, ensuring strict adherence to the established Emergency Action Plan and providing first aid when necessary
- Coordinating all sailboat and coach boat maintenance and repairs with instructors, the Fleet Director, suppliers and marinas
- Supervising all areas used by sailing staff and program sailors
- Assisting Race Coach(es) with the logistics related to local regattas for HSC participants, including communication with parents and participants
- Attendance at all HSC sponsored events (e.g. Open House, Island Day, Closing BBQ, etc.) as required
- Performing additional duties as requested

Please forward your updated cover letter and resume to the Learn to Sail Director [bellassociates@gmail.com](mailto:bellassociates@gmail.com) and Head Coach [ben.edwards@dal.ca](mailto:ben.edwards@dal.ca) and Cc: [sailing@hubbardssailingclub.com](mailto:sailing@hubbardssailingclub.com) by November 24th, 2023.

Sincerely,

Hiring Committee, Hubbards Sailing Club