

## **Sail Camp Job Description**

### **HEAD INSTRUCTOR**

Responsible to: Sail Camp Director

Time requirement: Four weeks, Monday-Friday, June 2-27, 2025, plus two days for Staff Orientation on May 31-June 1, 2025, Parents' Meeting (May 18, 2025), and close out and reporting.

Compensation: \$600-800/week depending on experience for 4 weeks of camp, plus max 2 weeks of prep and closing time. Additional approved time will be paid on a per hour basis. Renewal of Level 1 certification costs will be reimbursed if expired. Lunches are provided.

Qualifications:

- High School Diploma or GED, and 2 years of college.
- Certified US SAILING INSTRUCTOR, minimum Level 1 and First Aid/CPR certification.
- TWRA Boating Safety Education certificate.
- Experienced in teaching sailing to youths.
- Leadership experience in working with children and adults.
- Able to work independently and relate to camp staff to inspire team work.
- Good character, flexible, positive outlook, patience, problem solver, good people skills, effective communication skills, public speaking.
- Organized and responsible.
- Able to lead by example.
- Able to accept supervision.
- Comfortable with basic computer usage for fleet management reports.

General Responsibilities:

- Use the CSC Sail Camp Goals & Objectives to provide a positive sailing education experience for youths aged 8 through 16 years.
- Work in tandem with the Shore Director, CSC Sail Camp committee members and CYC volunteers to produce this annual Sail Camp.
- Maintain camp records relating to staff and class activities, and equipment status.
- Generate fleet assignments of staff and campers.
- Supervise all sailing related instructional activities.
- Manage, motivate, supervise and evaluate your team.
- Keep up with boat conditions and enforce staff's responsibility in this area.

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### Specific Responsibilities:

- Accept supervision by Sail Camp Committee and perform the requested tasks.
- Make fleet assignments based on registration information and strengths of staff.
- Devise and conduct assigned segments of the mandatory STAFF ORIENTATION. Follow camp goals and use Sail Camp committee to present this orientation. Point out specific things they can do to uphold the goals & objectives of Sail Camp. Focus on TEAM BUILDING using Shore Director as co-Leader.
- Hold daily STAFF MEETINGS and give staff feedback on their performance and help with problems. Encourage team work, with all working for better camp experience.
- Prepare all non-instructional activities for staff including rotations for lunchtime camper supervision, boat maintenance, clubhouse cleanup, etc.
- Enforce staff responsibility for and management of all equipment - boats, radios, motors, etc. Be sure condition reports are filed in a timely manner (at least once per week) and repair work is done. Keep track of damage reports and organize preventative maintenance, repairs and follow up. Keep the boat records accurate. Communicate your needs to Shore Director and Sail Camp Committee members.
- Check and file all lesson plans daily. Assure they have plenty of no wind day activities planned. *Sailing & water related skills should be taught from 9am-4pm.*
- File copies of instructor's certifications (instructor, small boat, first aid certifications).
- Be willing to accept responsibilities which are necessary for the good of the camp.
- Be punctual and arrive early on Mondays to double check equipment.
- Responsible for general outboard maintenance and upkeep during camp.
- Be responsible for staff interpreting the rules, policies and traditions of camp.
- Set an example by your appearance, conduct, language and habits (e.g.: sunscreen, shoes, PFD).
- Encourage instructors to actively use their TA's and assert each TA lead one lesson a week under their instructor's supervision. Instructors will evaluate TA performance, and do what they can to assure success and confidence building for the TA.
- Responsible for pre-camp and post-camp work. Cleaning and putting records and equipment in good working order and away properly. Finish staff evaluations & comments.

## CSC Sail Camp Head Instructor Application

**Application Instructions:** Fill in the attached application form and submit this digitally to the Sail Camp Director. To protect your privacy, the Staff Medical Form should be filled in and submitted in hard copy only, after your application has been accepted.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Text enabled (y/n)? \_\_\_\_\_ T-shirt size: \_\_\_\_\_

US Sailing Certification Number: \_\_\_\_\_ Other certifications (lifeguard?) \_\_\_\_\_

Please attach a Resume with sailing CV and a short description of your personal strengths and weaknesses with regard to fulfilling the role as Head Instructor. The deadline for application is **March 31, 2025**. Forward this application to:

Jeff Gamey  
Sail Camp Director  
[concord sail@gmail.com](mailto:concord sail@gmail.com)

Or hard copies by mail to:

Jeff Gamey  
240 Gum Hollow Rd.  
Oak Ridge, TN 37830

## CSC Sail Camp 2025 Staff Medical Form

*Access restricted to CSC Management with immediate responsibility for staff only.*

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Date of birth (mm/dd/yy): \_\_\_\_\_ Date of last tetanus shot: \_\_\_\_\_

Emergency contact person: \_\_\_\_\_ Relation: \_\_\_\_\_

home phone: \_\_\_\_\_ work phone: \_\_\_\_\_ cell phone: \_\_\_\_\_

List any medical factor that would be pertinent in an emergency  
(e.g. allergies, current medications, blood type, history of seizures, etc)

\_\_\_\_\_  
\_\_\_\_\_

Physician's name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Health Insurance company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Group Number: \_\_\_\_\_

**Medical Release and Permission to Provide Necessary Treatment or Emergency Care:** I hereby give permission to the medical personnel selected by the Sail Camp Director to order x-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for the person named above. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Sail Camp Director to secure and administer treatment, including hospitalization.

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (if minor) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_