



## Sailing Assistant

### Seasonal Position - 2020

**Full Time:** June 8 – August 28 (negotiable)

BSSC is looking for Sailing Assistants who have experience working with youth, a demonstrated proficiency in sailing and boating, and a work ethic that engenders safety and learning while having fun. Self-motivation, a strong sense of responsibility to others, willingness to be a team player as well as proven skills working with youth of all ages is expected. In cooperation with the Executive Director, Principal Instructors, Waterfront Director and Sea and Science Instructors, Sailing Assistants are responsible for assisting with the implementation of an integrated Sea and Science Program that embraces hands-on experiential learning activities in boating, sailing, and the marine sciences\*. Sailing Assistants spend long days working in a unique environment that takes advantage of the vast resources that the Boothbay Region has to offer.

\* An interest in the marine sciences is highly desirable.

#### **Minimum Qualifications:**

- Age 15 at the start of the summer program
- US Sailing Level I Certification (**required** for employment) \*
- Current CPR, First Aid and AED Certification (**required** for employment) \*
- SafeSport Certification (**required** prior to the start of the program: [www.ussailing.org](http://www.ussailing.org))
- National Association of State Boating Law Administrators approved "boating safety course" (**required** prior to the start of the program: [www.boatus.org/maine/](http://www.boatus.org/maine/))
- American Red Cross Lifeguard Certification (highly desirable)

\* BSSC will reimburse half (50%) of the Certification Fees (if applicable and only upon successful completion of the course).

#### **General Duties and Responsibilities:**

- takes direction from the Executive Director, Principal Instructor, and Waterfront Director;
- participates in the pre-season commissioning (if available);
- provides input to and assists in the implementation of program curriculum;
- maintains a high level of safety related to all guidelines, policies and procedures;
- engages in daily dockside and on the water "safety drills";
- promotes safe boating skills and principles to include but not limited to, weather observation and forecasting, sail trim, helming/piloting, navigation, tides and currents and VHF radio communication;
- engages, at all times, in responsible communication skills on and off the water including appropriate technical sailing, boating and science terminology;
- promotes, at all times, amongst the participants, teamwork, good stewardship of the ocean and citizenship while fostering the love of the sport of boating, sailing and the curiosity of science.
- reviews all waterfront policies, guidelines, procedures, and related curriculum in the staff "handbook" prior to orientation;
- attends and participates (if possible and appropriate) in BSSC Community and Family events;
- participates, daily, in the maintenance of sailing, boating, and science equipment as directed by the Executive Director, Principal Instructors, and Waterfront Director;

- maintains a safe environment on all dock and classroom areas and promotes good housekeeping among the participants;
- assists the Waterfront Director with the management of the BSSC dock, at least one weekend during the summer program, beginning Friday afternoon at 4:30 and ending Monday morning at 7:45. Includes checking, at least twice daily (morning and evening) unless otherwise directed, the security of all dockside equipment, bailing of all boats when necessary, and fueling all power boats;
- attends all staff meetings working with the Executive Director, Principal Instructors, Waterfront Director, Sailing Instructors, and Science Instructors in the planning and evaluation of each session.
- collaborates with the Waterfront Director, Sailing Instructors, and Science Instructors on writing the weekly article for the BSSC column in the Boothbay Register (local newspaper).
- assists Sailing Instructors and Science Instructors in writing weekly anecdotal notes, as directed, for assigned participants.
- assists the Waterfront Director in writing final evaluations on all participants.
- attends their post-season exit interview.
- participates in the post-season decommissioning unless otherwise negotiated.

**Other:**

- absences, late arrivals, and early leaves during work hours must be approved by the Executive Director or such absences will not be compensated. **With the exception of a personal emergency, all absences, late arrivals, and early leaves during work hours will be applied for not less than fourteen (14) days in advance and must be agreed to in writing by the Executive Director.** Any time taken without such approval may result in a reduction of compensation (if applicable) for the unapproved absence.
- Accepts the BSSC's required background check and agrees to the terms and conditions of and abides by BSSC's Code of Conduct (COC) - and is always mindful that all staff and participants are adhering to the same standards of behavior set forth in the COC document.
- abstains, at all times during the work day and at any time when traveling with Program participants, from the use of any tobacco, alcohol or drugs. Any such use during the work day or during a trip with participants will result in immediate termination of the employment contract and suspension of any payments/salary (if applicable) from the Boothbay Sea and Science Center.

**BSSC Mission and Vision:**

*The mission of the Boothbay Sea and Science Center is the advancement of sailing, boating and ocean sciences by minimizing economic and physical obstacles and further to develop independence, self-confidence, teamwork and volunteerism in the participants. To inspire individuals to strengthen themselves and their community through the enjoyment of the sea.*

*BSSC's vision is a community sailing and science education center that offers affordable access to waterfront activities for mid-coast youth, adults, and summer visitors, through sailing programs and experiential learning activities not typically provided by other regional organizations.*

**Compensation:** Commensurate with educational background, skill level and work experience.

**Application for Employment:** [www.boothbayseaandsciencecenter.org](http://www.boothbayseaandsciencecenter.org)

**Contact:**

Please send a cover letter and the BSSC Application for Employment to:

Pauline Dion; [info@boothbayseaandsciencecenter.org](mailto:info@boothbayseaandsciencecenter.org)

BSSC is an Affirmative Action/Equal Opportunity Employer

**BSSC - P.O. Box 332 - East Boothbay, Maine 04544 - 207.350.5357 - [www.boothbayseaandsciencecenter.org](http://www.boothbayseaandsciencecenter.org)**