POSITION DESCRIPTION

TITLE: Assistant Sailing Instructor and Environmental Educator

PAY: $15/hour

PROJECT / FUND: 2018 SF State Summer Youth Sailing and Paddling Program; Project # 47635

BROAD SCOPE AND FUNCTION:

The position will work with other program instructors to provide basic sailing safety and technique
instruction, and will provide basic environmental education to youth registered in the SF State Summer Youth Sailing and Paddling Program at Lake Merced in San Francisco. They may also assist
with the Paddling part of the Program.

REPORTING RELATIONSHIP:

The position reports on a daily basis during the summer and fall sailing season to the Sailing and Paddling
Program Coordinator. They will receive work schedules and feedback on daily work performance from
the program coordinator. During the pre-season hiring and training period this position will report
directly to the Sailing and Paddling Program Director.

DUTIES AND RESPONSIBILITIES:

The candidate will have primary and secondary responsibilities. The two primary responsibilities
are: 1) Assistant sailing instructor providing hands-on instruction on basic sailing safety practices
and operation techniques in the SF State Summer Youth Sailing and Paddling Program. The position
will work with the head sailing instructor, other instructors and program coordinator to ensure
youth safety and quality instruction. 2) Environmental educator leading environmental and science
education activities at Lake Merced. They will work with the head sailing instructor and other
leaders to ensure high quality, safe environmental education opportunities for registered youth.
Secondary responsibilities include occasionally assisting paddling program instructors with
kayaking and stand up paddle-boarding activities at program camps. See
http://recdept.sfsu.edu/sailing for details.

TYPICAL PHYSICAL REQUIREMENTS:

This position will move 8 to 15 foot long sailboats from storage to dock, prepare the sailboats for use,
demonstrate sailing techniques on the water in sailboats, assist students during sailing sessions on the
water, clean sailboats and related equipment, and move boats and equipment to storage at the end of the
program each day. The position must be able to lift up to 50 pounds and be able to safely and effectively
 pilot a small sailboat.

TYPICAL WORKING CONDITIONS:
Will be working primarily outdoors in weather conditions with mild to moderate velocity winds, and temperatures ranging from 50 degrees and fog, to 70 degrees and sunshine primarily at Lake Merced. The position will work with youth ages 8-15 years old who typically lack prior sailing experience and provide a safety-focused positive environment. May occasionally assist paddling instructors at Aquatic Park on San Francisco Bay where moderate tidal currents may be found.

MINIMUM REQUIREMENTS:

The candidate must have at least two months of part time environmental education and outdoor recreation leadership experience, current standard first aid and CPR certifications, and personal experience sailing. The candidate must be fingerprinted and pass a standard background check. The selected candidate will be required to attend training on kayaking and environmental education on April 21, and May 12 and 13 from 8:30-3pm at Lake Merced. They will also be required to complete and pass or must have a US Sailing “Sailing Counselor” or Level I instructor certificate or equivalent, provide standard first aid and CPR certificates prior to June 1, 2016. Fingerprinting is required of all candidates because they will be working with children under age 18. The candidate would initially pay ½ the sailing certificate class price and the program pays the other half. The second half of sailing certification class fee would be reimbursed by the program upon receipt of their certificate and after two weeks successful work in the program. There is no cost for the state boating course. The candidate must commit to being available for full time work Monday through Friday between 8am and 5pm from June 6 through August 5th, 2018, except for agreed upon time off.

PREFERRED QUALIFICATIONS:

An ideal candidate would have taught youth in an environmental and science education setting and have full time experience providing sailing instruction for youth or adults. A current US Sailing Level I sailing instructor certification is preferred but not required.

BACKGROUND CHECK

Since this position will be working with youth under age 18, a background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UCorp. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UCorp employees who apply for the position.

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