

# **CITY OF ANACORTES**

## **JOB DESCRIPTION**

**JOB TITLE:** Sailing Assistant

**DEPARTMENT:** Parks and Recreation

**REPORTS TO:** Recreation Manager

**PRINCIPAL PURPOSE OF JOB:** Responsible for instructing the sailing program, and seeing that all sailing equipment and supplies are ready each day for sailing lessons.

**LEVEL OF AUTHORITY:** Performs duties as assigned from Recreation Manager. Exercises latitude and judgment in assignments. Error in judgement could impact public acceptance of recreation programs.

**WORK ENVIRONMENT:** Performs work in an outdoor setting at Seafarer's Memorial Park. The Sailing Assistant must be accompanied by a Sailing Instructor. Exposure to extended periods of direct sunlight and/or cool and damp weather is possible. Work performed in this position may place employee at risk of occupational exposure to blood and air borne pathogens.

**GENERAL WORK SCHEDULE:** Monday through Friday, with possible weekend work, hours 12:00 - 9:00 p.m. during the month of June, July, and August.

### **ESSENTIAL JOB FUNCTIONS**

1. Instruct class participants in the sport of sailing, according to their class and individual level (levels 1-4). Participant ages range from ten to adult.
2. Help prepare sailing equipment and supplies daily for participants.
3. Lead participant lessons and provide supervised activities. Establish and communicate expected conduct to ensure a safe learning environment.
4. Ability to run a safety boat for class if needed.
5. Ensure the proper handling of first aid and emergency situations.

### **ADDITIONAL JOB FUNCTIONS**

1. Ability to perform minor boat and sail maintenance.

2. Communicate with class participants and parents as needed.

### **QUALIFICATIONS:**

#### **Technical**

1. Must possess current certification as a Small Boat Sailing Instructor Level 1 or an equivalent certification that is approved by the U.S. Coast Guard and National Association of State Boating Law Administrators.
2. Must have previous experience related to instructing sailing.
3. Must have a thorough understanding of equipment and supplies used in a sailing program.
4. Must possess a valid Washington State Driver's License.
5. Must possess or obtain a first aid/CPR card.

#### **Physical Capabilities**

1. Physical strength and ability to lift up to 50 pounds.
2. Stamina to occasionally stand and walk for a minimum of four hours.
3. Must be at least 16 years of age. Is not able to drive the city's vehicles until 18 years of age.

#### **Other Capabilities**

1. Ability to maintain excellent public relations with sailing participants and their parents.
2. Must successfully complete a background check.
3. Must have good communication skills

#### **OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, while on the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

# CITY OF ANACORTES

## JOB POSTING ANNOUNCEMENT

**POSITION:** Seasonal Employee  
Sailing Instructor  
Anacortes Parks and Recreation Department

**REPORTS TO:** Recreation Manager

**SALARY:** \$8.50 - \$10.00 per hour

**POSTING DATES:**

**APPLY TO:** City of Anacortes  
Human Resources Department  
6th Street and Q Avenue  
Anacortes, WA 98221

**WORK SCHEDULE:** Monday through Friday, with possible weekend work, hours 12:00-9:00 p.m., during the month of June, July, and August.

**JOB REQUIREMENTS:** Responsible for instructing those ages ten and up in the sport of sailing, at varied levels according to participant skill. Ensure sailing equipment and supplies are ready for each day of sailing.

**JOB QUALIFICATIONS:** Must possess current certification as a Small Boat Sailing Instructor Level 1 or an equivalent certification that is approved by the U.S. Coast Guard and National Association of State Boating Law Administrators. Must be at least 18 years of age. Must be in good enough physical condition to be able to stand and walk for at least 4 hours. Ability to communicate with and supervise sailing participants. Please see job description for details.

**OTHER REQUIREMENTS:** The City of Anacortes has a policy requiring all new employees to sign a non-smoking agreement and a drug free workplace agreement. The final candidate will be required to provide proof of eligibility to work in the United States when hired.

**The City of Anacortes is an Equal Opportunity Employer.**