



THE DISABLED SAILING ASSOCIATION OF ONTARIO

Queen's Quay Disabled Sailing Program

Position Description:

Sailing Instructor (2 positions available)

- Teach White Sail I, II, III courses to adults, children and volunteers of the program (both disabled and able-bodied).

Duties and Responsibilities:

- Under the direction of the Program Manager, coordinate all aspects of Sailing instruction and on-water operations, potentially including a kids day-camp.
- Responsible for safe and enjoyable sailing occasions, including on time departures and returns, proper instruction and assistance to members and volunteers, rigging of boats, ensuring all equipment is provided and in good working order, assistance with embarkation, enforcing and evaluating sailing procedures and weather conditions, monitoring radio communications, operates coach boat and assists with on-water difficulties, etc.
- Rigging and maintenance of boats and equipment to a high standard, as well as general housekeeping and upkeep of the facilities.
- Conduct orientation for new members, volunteers and visitors.
- Maintains complete records of volunteer information, including abilities, activities and availability.
- Assist with receiving, disbursing, and accounting for cash/check/credit transactions.
- Support staff in instruction, regattas, special events, outreach programs and other activities.
- At the discretion of the Executive Director of Operations (Staff & Volunteers), to carry out additional duties and responsibilities that may arise in the course of the employment period.

1 Stadium Road, Toronto, Ontario M5V 3H4
Tel: 416-214-0358 • Fax: 416-383-0741
www.disabledsailing.on.ca

Revenue Canada Charitable Number: 869006429 RRP001



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Qualifications:

- Possess a **valid** CYA Standard Green Instructor or Blue Instructor Learn to Sail Level.
- Must be available to teach courses in the evenings, weekends and/or during the day, as the need arises.
- Prior experience in working with volunteer organizations (preferably working with individuals with disabilities) is highly desirable. Prior experience working with children is also an asset.
- Ability to adapt to a rigorous, demanding, yet rewarding work environment while maintaining the highest standards of professionalism. Strong ability to problem-solve and to remain proactive at all times are highly necessary to be successful.
- Excellent organizational, social, and communication skills (both verbal and written).
- Lifesaving qualifications including First Aid Certification, Pleasure Craft Operators Card (PCOC can be obtained on the job).
- Knowledge of Martin 16 sailboats and general boat-related mechanical aptitude is highly desirable.

Other:

- Must enjoy interacting and working with other people, in a respectful and compassionate manner.
- Must be willing to learn new skills on a regular basis
- Must be able to work well within a team, yet be able to work autonomously
- Must be able to work in an organization with limited resources (non-profit)
- Must have good attention to detail.
- Must be able to demonstrate initiative.
- Must be willing to have an awesome time working on and around the lake during a warm & sunny summer!!

Reports to: 1. Deep Trivedi, Executive Director of Operations (Staff & Volunteers)
2. Program Manager

Interested applicants please submit your resume & cover letter to Deep Trivedi at:
jobs.dsao@gmail.com

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