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Position #:(PSA) (E).....108037
Developed by:.....JH
Reviewed by:.....LK, SG
Approved by:.....LK
Date:.....8/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Sailing Programs & Facilities
DIVISION: Student Affairs (Campus Recreation)
REPORTS TO: Director, Campus Recreation
GRADE: 10
SUPERVISES: Instructors, student employees, sailing club officers

BASIC FUNCTION:

Oversee and administer all aspects of the day-to-day operation of the URI Sailing Center and instructional programs with an emphasis on customer service and proper safety protocol. Responsible for all administrative components of this program, including, but not limited to: academic/credit classes; child/adult summer lessons, keelboat and racing classes; community open recreation sailing program; special events; advisor to the URI Sailing Club; facility and risk management, and overall maintenance of sailboats, launches/engines, docks, sailing equipment facility and grounds.

DUTIES AND RESPONSIBILITIES

Coordinate staffing at the URI Sailing Center to include recruiting, hiring (interviewing), in-service training and evaluations, supervising, scheduling, and eCampus payroll administration. Foster staff development/retention; develop/update employee manuals; and verify instructors certifications. Ensure all instructors are schooled in: proper teaching techniques; boat maintenance & repairs; proper use of launch techniques; proper safety protocol; and to enhance customer service-driven programs.

Manage and supervise all aspects of the summer instructional sailing program for children and adults in a successful, fun, safe and prudent manner.

Manage, supervise and conduct academic classes. Oversee the community open recreation sailing program.

Serve as advisor to the Sailing Club and guide club members to ensure Student Senate policies are adhered to.

Collaborate with the Team Head Coach, Club Sports Coordinator, and the Director when scheduling facility space. Uphold equitable policies on shared space. Assist the Team Head Coach with all home regattas.

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Generate and distribute all marketing, promotions, and advertisements for programs. Maintain and update the sailings' website.

Ensure that the URI Sailing Center and all equipment are properly insured and policies are kept up-to-date with accurate records maintained. Serve as liaison with the insurance company and any other agencies providing certifications.

Enforce policies, rules, and regulations from the department, University, governing bodies, and associations affiliated with waterfront management. Adhere to policies outlined in the South Kingstown Leasing Agreement.

Ensure all risk management procedures, established emergency action plans and natural disaster plans are up-to-date and practices are adhered to by user groups and staff.

Organize and oversee hauling /launching as necessitated by the seasons. Ensure proper winterization is performed on all sailboats, outboards, launches, and docks. Coordinate Spring and late Fall workdays involving student staff, Team, and Club members.

Manage, supervise and conduct proper maintenance/repairs to include all boats, launches/engines, docks, facility and grounds including, but not limited to: fiber glassing, metal work, sail repairs, dock repairs, carpentry and basic outboard motor repairs. Coordinate and supervise all repairs to Team boats with the Head Sailing Coach.

Maintain adequate inventory of spare boat parts, tools, and other necessary sundry supplies.

Recommend new sailing equipment for purchase according to the planned capital equipment rotational plan. Follow established regulations regarding boat donations and the sale of used equipment. Attend meetings that could affect the operation of the URI Sailing Center and/or usage of waterways.

Support, assist, and collaborate with all strategic development and fundraising initiatives.

Evaluate overall effectiveness of programs. Develop new programs for potential revenue generation.

Prepare semester and annual reports.

Conduct research on trends, enhancements, and potential issues affecting the overall program operation.

Demonstrate a positive attitude and proven ability to work successfully with diverse populations, as well as a commitment to the promotion and enhancement of diversity and inclusion.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties and responsibilities as assigned by the Director of Campus Recreation.

LICENSES, TOOLS AND EQUIPMENT:

CPR, AED, and First Aid certificates; current certification as US Sailing Level 1 Small Boat Instructor; personal computers, printers; word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions, but may, on occasion, be exposed to adverse weather conditions. This position does require regular physical exertion.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; a minimum of three years of experience in sailing center and/or waterfront/sailing program administration; a minimum of three years of experience teaching sailing to youths and adults at the junior and/or collegiate level; demonstrated experience in safety operations and sailing maintenance/repair including fiberglass work, sail repair, metal work, carpentry, launches, outboard motors, and general boat maintenance; demonstrated previous experience supervising staff; current US Sailing level 1 Small Boat Instructor certification; demonstrated experience working in Tech dinghies, Flying Junior dinghies, J-24's, Etchells, etc.; demonstrated excellent organizational skills and attention to detail; demonstrated strong interpersonal skills; demonstrated excellent written and verbal communication skills; demonstrated ability to work with diverse groups; demonstrated ability to lift 50 lbs.

PREFERRED: Master's degree; a minimum of three years of experience in sailing center and/or waterfront/sailing program administration at a college or university; two years of graduate assistant experience in sailing area (is equivalent to one year of full-time experience); demonstrated sailing coaching experience at the collegiate level; current RI DEM Safe Boating Certification (required within 30 days of hire); current US Sailing level 2, 3, or 4 certifications; current US Sailing Basic Keelboat certification; current US Sailing Powerboat and/or Cruising certifications; current US Coast Guard Sailing Approved Limited Master (Launch Tenders) License; demonstrated experience in fundraising; demonstrated knowledge in all aspects of club racing and rules.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.