

**Baie d'Urfé Yacht Club - Junior Squadron**

**Job Description – 420 Race Team Coach**

**JOB OPENING: 420 Race Team Coach**

**The Baie d'Urfé Yacht Club is  
looking for an experienced racer for  
the position of 420 race team coach.**

**The position includes supervision and coaching of the Race Team Program, as well as regatta supervision and coaching across Canada, and potentially internationally.**

**Competitive salary (15 to 18\$ per hour dependent on relevant experience + set regatta day compensation)**

**To apply: send CV and cover letter to [info.bdyc@gmail.com](mailto:info.bdyc@gmail.com)**

**Please outline your racing and coaching experience.**



## Job Responsibilities

- The Instructor shall report to the Head Instructor and/or Lead Instructor depending on session assignment within the Junior Squadron program.
- The Instructor is responsible for supervising the sailors under their designated session.
- The Instructor is responsible for instruction of his/her assigned students, supervision of equipment and for all other work assigned by the Head Instructor.
- Timeliness, proper dress and professional conduct are expected at all times.

### Responsibilities include:

#### Season Prep

- Ensure CYA certification is in order and submit photocopy to the Program Coordinator 30 days prior to the start of Session 1 or earlier
- Attend staff meeting & training
- Perform a complete inventory of fleet and equipment in conjunction with other instructors
- Ensure that the squadron fleet is properly rigged and that all supporting equipment is available and functional
- Prepare a list of any additional equipment needed to ensure fleet is properly rigged and functional
- Work with Head instructor to:
  - Prepare welcome letters to sailors and parents
  - Prepare calendar of events for distribution to parents and sailors
  - Prepare a weekly program and lesson plans in conjunction with other instructors
- Meet with the Director and Head Instructor to prepare for the season
- Attend checkclick information session given by BDYC administrator

#### During the Season

- Instruction of the sailors in 420 racing.
- Preparation of daily lesson plans and ensure they are filed in Lesson Binder.
- Ensure the safe and proper supervision of the sailors of all classes at all times including lunch breaks (*this includes not only the monitoring of safe sailing, but also ensuring that students do not go into restricted areas of the Yacht Club, do not use profanity, do not bully or harass other sailors, do not play pirates, etc*)
- Make daily log entries noting wind, weather, waves, crews, lessons plans and any other information pertinent to the day for the Sailors
- Ensure equipment is handled with care to avoid loss or damage
- Coordinate with Head and/or Lead Instructor to ensure that all sailors are met and that parents are greeted at the start and the end of each day
- When speaking with parents and answering their queries do so in a friendly and professional manner
- Advise the Head Instructor immediately (*on the same day*) of any accident, personal injury or other unusual occurrence
- Ensure that all facilities and equipment are kept clean, litter-free, at all times
- Attend regular update meetings with the Head Instructor (*to be held normally on Monday mornings and Friday afternoons*)

- Monitor the condition of the squadron equipment and ensure that it is good shape and is reliable for the safe operation of the program (a schedule will be provided)
- Ensure repairs are carried out promptly
- Have expenses approved by the Squadron Director prior to purchase
- Ensure that the first aid and tool boxes are always at hand and appropriately stocked
- Carry on other work as assigned by either the Head Instructor or Director
- Overtime hours must be approved by the squadron director prior to submitting to administrator
- Attend a minimum of one club race once a week day to be determined
- Enter notes about students in wet notes on water, then transfer to checkclick after afternoon session, complete all sailor evaluations in a timely manner (within maximum 48 hours). Failure to do so may result in reduced hours and will impact final evaluation.

#### Season Wind-up

- Conduct a complete inventory of fleet and equipment in conjunction with other instructors
- Coordinate with bosuns that all boats (*including motor boats*) are taken down and prepared for secure winter storage
- Attend sailing awards night and end of season, prepare award trophies and CYA certificates