

### Position Summary

The Assistant Director, Sailing Programs, helps New England Science & Sailing (NESS) achieve its mission of building brighter futures through ocean adventure education. This is a great opportunity for a passionate, motivated individual with a strong background in sailing to be an integral part of this vibrant, growing organization. This individual must be motivated and able to work within a team as well as on their own. This position will implement programs already developed, create curriculum for innovative new programs, and nurture relationships with customers and partners. This position could range from seasonal to year-round, depending on the ideal candidate.

### Duties and Responsibilities:

#### Performance Programs

The primary responsibility of the Assistant Director is to develop and implement NESS's performance programs. NESS's current fleet includes; Viper 640, 29er, Waszp, 420 and Opti

- Develop and teach week long classes, one day clinic's and private lessons as needed
- Support 420 or Opti programs during the summer as needed
- Support NESS's high school sailing programs
- Support any offseason coaching with partner programs

#### Youth Keelboat Programs

The Assistant Director will be an integral part of overseeing NESS's summer keelboat programs. Summer keelboat programs use Sonar's, J-22, and Viper 640

- Assist Director of Sailing with modifying and advancing NESS's keelboat curriculum
- Support and train summer sailing instructors on keelboats
- Teach summer keelboat programs when available

#### Adaptive Sailing Program

The Assistant Director will work closely with the Director of Sailing to implement NESS's adaptive sailing program. These responsibilities include but are not limited to the following:

- Assist with instruction
- Oversee and maintain NESS's Freedom 20
- Develop new relationships with local adaptive organizations

#### Adult Sailing Programs

The Assistant Director will assist in implementing Adult Sailing Programs. Specific program goals include but are not limited to the following:

- Teach *Learn to Sail* to *Advanced* programs on NESS's fleet of small keelboats
- Develop new innovative offerings
- Provide keelboat training for NESS staff and AmeriCorps Members
- Organize and implement Adult Sailing programs that encompass evening and weekend program offerings.

#### Academic Year Programs

The Assistant Director will assist with implementing NESS's academic year sailing programs.

- Teach academic year fieldtrip lessons as needed
- Teach afterschool New London initiative programs as needed

## Fleet Maintenance

Provide assistance and support to NESS's Director of Operations by completing minor maintenance duties on NESS equipment and fleet that will be required on a can-do basis.

- Oversee NESS's fleet of Keelboats (Sonars/J-105/Freedom 20/J-22/Mariner 19/Viper 640)
- In conjunction with NESS's Safety Coordinator ensure that all safety equipment on NESS vessels is kept current

Expected Work Schedule:

- Depending on the candidate the work schedule ranges from full-time seasonal to full-time year-round. Weekly schedule will include weekends during the height of the season.
- December – March, more traditional Monday through Friday work schedule.

## Requirements

- **Education/Certifications** \*(certain certifications can be obtained through NESS)\*
  - 4-year college degree, preferred
  - US Sailing Level 1, Level 2/Level 3, preferred
  - \*ARC Waterfront Lifeguarding (may be obtained through NESS)
  - \*USCG OUPV 6-pack License or greater (may be obtained through NESS)
  - \*Keelboat instruction certification (may be obtained after start date)
- **Skills/Knowledge/Experience**
  - Strong background in sailing that includes high performance boats and small keelboats
  - Minimum 3 years of sailing program instruction including head instructor duties
  - Minimum of 2 years of collegiate or Olympic development sailing
  - Proven skills in written and verbal communications, problem solving, decision making, group dynamics, public speaking, and task organization
  - Strong team player and excellent motivator
  - Ability to forge effective working relationships with all staff, students, families and volunteers.
  - Working knowledge and experience with Microsoft Office (Word, Excel, Outlook, PowerPoint)

Compensation commensurate with experience and includes comprehensive benefits package.

**NESS is an Affirmative Action/Equal Opportunity Employer**

Please send your cover letter and resume to: [jobs@nessf.org](mailto:jobs@nessf.org), subject: Assistant Director, Sailing

## About NESS

New England Science & Sailing Foundation, Inc. (NESS) is an ocean adventure education nonprofit that engages students in experiential learning to build confidence, teamwork, and leadership skills. Marine sciences, sailing, adventure sports, and powerboating serve as platforms for inquiry-based learning, transformational personal discovery, teaching respect and responsibility for the sea, and fostering connections with the community. NESS serves schools, families, and organizations with a broad range of high-quality, year-round, inclusive programs both on and off the water that blend an innovative curriculum with exciting ocean adventure activities. An independent 501(c)(3), NESS operates in multiple locations and serves over 7,000 students each year. For more information, visit [www.nessf.org](http://www.nessf.org).