

Job Title: Sailing Director

Location: Norwalk Yacht Club

Position Type: Full time, year round

The Sailing Director position is a key component of the Norwalk Yacht Club community. The Sailing Director is tasked with promoting, supporting and creating opportunities for NYC members and guests to engage in racing and recreational sailing activities in a safe and enjoyable manner.

Goals and Objectives: Conceive, promote and execute adult and junior sailing activities at NYC. Success will be measured by the level of member satisfaction, participation and enthusiasm in the various waterfront programs.

Reporting: The position reports to the Club Manager in consultation with the Board of Governors.

Responsibilities: Oversee and promote all sailing related activities including Junior Sailing, One Design Sailing, Women's Sailing, Big Boat Program, Racing, Frostbiting, and special events (regattas, clinics, etc.). Additional responsibilities include oversight (with hands-on work) of the overall maintenance of the NYC fleet, including Ideal 18's, Big Boat program vessels, power boats, 420's and other club vessels. Provide overview of maintenance records and maintenance needs; provide recommendation for capital purchases to Program chairs yearly (to coincide with Board-approved Capital Expenditures timing).

Junior Sailing Program Management:

- Lead and improve our 8-week summer Junior Sailing Program.
- Develop and maintain a curriculum for junior sailors, providing a structured learning environment.
- Plan and execute sailing lessons, clinics, camps, and regattas for junior sailors.
- Recruit and onboard new staff members as needed to support the Junior sailing objectives.
- Manage and direct junior sailing staff members following club policies and procedures
- Oversee junior sailing instructors, providing training, guidance, and performance evaluations.
- Foster a safe and welcoming environment for young sailors to learn and grow.
- Organize and manage regattas and competitions for junior sailors.

Encourage Seamanship, Foster Communication with the membership

- Organize special events, clinics, aimed at empowering all levels of sailors, including new, experienced and female sailors
- Plan and organize training sessions for sailors interested in larger vessels including navigation, seamanship and weather courses
- Act as the primary point of contact for club members regarding sailing programs.
- Regularly communicate with members to provide updates, schedules, and any pertinent information regarding sailing activities, give information to the communications committee for inclusion in the club newsletter.

Ideal 18s – Adult Sailing, Racing & WOW Programs

- Oversee and manage the Ideal 18 Adult Sailing, Racing and Women on the Water programs.
- Produce the credentials to certify members for use of Yacht Club boats.
- Design and maintain a sailing curriculum, catering to all skill levels, based on the US Sailing Basic Keelboat manual, to gain certification on ideal 18's.

- Create a mentoring program to encourage experienced sailors to provide instructional sailing opportunities for less experience sailors.
- Be available for individual instruction and testing for those seeking certification.
- Facilitate and promote the WOW program, encouraging women's participation in sailing.
- Develop and implement a coed program, similar to WOW, encouraging participation in sailing.
- Provide training and coaching for Ideal 18 sailors, including Beginners Racing Clinics, that foster a collegial, competitive racing environment.
- Coordinate practice sessions for the Ideal 18 team racing program.
- Organize Ideal 18 racing events and regattas, serve as PRO for Club races.
- Manage the scheduling for ideal 18s.

Big Boat Program

- Coordinate the big boat program, making big boat sailing accessible to all interested members.
- Develop and implement a sailing curriculum catering to all skill levels including a process to gain certification on big boats
- Design and Maintain credentials to certify members for use on Yacht Club big boats
- Manage the scheduling and billing of the big boat program
- Create a mentoring program to encourage experienced sailors provide opportunities for less experience sailors on the big boats

Frostbite Program:

- Coordinate the frostbite program, hiring, training and scheduling staff and running the winter crash boats.
- Assist in training sessions for sailors interested in frostbiting program.
- During the off-season manage the logistics and scheduling of frostbite sailing activities Ensure safety protocols are followed in the frostbite program.
- Organize and lead winter racing events.

Fleet Maintenance

- In conjunction with the club manager and waterfront director oversee the preparation and maintenance of the NYC fleet and equipment including Ideal 18, power boat fleet, big boats and other vessels.
- Ensure the fleet is well-maintained and in optimal cruising, sailing and racing condition. Assist in commissioning and decommissioning the club's fleet.
- Assist in storm preparation.

Qualifications

- A passion for sailing and a deep understanding of sailing techniques and safety.
- Excellent interpersonal, communication, and supervisory skills.
- Proven ability to exercise sound discretion and independent judgment.
- Proven experience in managing sailing programs, particularly for junior sailors.
- Strong leadership and organizational abilities.
- Required Certifications: US Sailing Level 1, First Aid/CPR, Launch Driver's License
- Optional Certifications: US Sailing Level 2, US Sailing Club Race Officer, USCG OUPV

**To apply, please submit your resume to:
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