



## **EMPLOYMENT OPPORTUNITY**

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**Job Title:** Youth Sailing Instructor/Seasonal Summer Camp—3 positions  
**Hiring Range:** Grade 7, \$13.25 - \$15.25 per hour (DOE)  
**Status:** Part-time, mid-June through mid-August  
**Application Deadline:** Until filled

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### **General Statement of Duties**

Provide instruction to participants at the beginning and advanced level youth sailing camps offered by the Parks and Recreation department and the Cape Fear Yacht Club. Instructors teach a variety of beginner and advanced camps using sailboats of different classes and sizes, less than 15 feet long. Instructors are responsible for teaching and developing daily lesson plans that support the content and learning goals described in a detailed sailing camp program objective curriculum. In addition to teaching and being responsible for the safety of their students, instructors will collaborate with assistant instructors, assigning appropriate duties, acting as role models for assistant instructors and creating opportunities for assistants to practice teaching when available.

### **Duties and Responsibilities**

Instructors are responsible for teaching and developing daily lesson plans that support the content and learning goals described in a detailed sailing camp program curriculum for children ages 9 through 15. Responsibilities include preparing lesson plans and teaching effectively, compassionately and enthusiastically and to provide a fun, safe and supportive environment for the students with the ability to address skill needs at different levels. Must have strong problem-solving skills and an ability to adapt to changing program needs depending on changes in weather, number of students, and number of boats. Emphasis on safety of the students is key in addition to providing an environment that fosters learning and enjoyment. Instructors will communicate program rules and policies, safety protocols and procedures, and updates to the camp calendar to the parents of the campers. In addition to teaching and being responsible for the safety of the students, instructors will work and model behavior with assistant instructors, assigning appropriate duties and creating opportunities for assistants to practice teaching when appropriate. Instructors will also assist as needed with boat and equipment maintenance. Work is performed under the direction of the Recreation Program Supervisor, the Cape Fear Yacht Club staff and volunteers, and the designated Lead Instructor.

### **Recruitment and Selection Guidelines**

#### **Essential Skills and Abilities**

- Ability to work with youth in a summer enrichment environment.
- Demonstrated ability to ensure the safety and welfare of the campers at all times.
- Must be reliable, dependable, and punctual for all events and activities.
- Must demonstrate maturity and tact in dealing with parents of campers.
- Must be self-motivated, creative, and energetic.
- Ability to change activities spontaneously if adjustments need to be made to accommodate participants.
- Ability to re-direct youth in a positive manner if problem behaviors arise.

## **Special Requirements**

- Possession of a valid North Carolina driver's license.
- North Carolina (or equivalent) safe boating certificate preferred.
- US Sailing Small Boat Instructor Level 1 Certification (minimum) preferred.
- Current CPR/First Aid certification or the ability to obtain one
- One or more years of experience as a sailing instructor to youths is preferred.

## **How to Apply:**

Please submit a completed employment application, which can be found on the Town's website, [www.oakislandnc.gov](http://www.oakislandnc.gov) on the "Jobs" page. Applications can be emailed, delivered in person, or mailed (see below).

## **Where to Apply:**

Town of Oak Island  
Attn: Human Resources  
4601 E. Oak Island Drive  
Oak Island, NC 28465  
Telephone: (910) 201-8014  
Email: [HR@oakislandnc.gov](mailto:HR@oakislandnc.gov)