



Tahoe Donner Association Job Description

Job Title: Sailing Instructor
Job Number: 092
Department: Marina
Reports To: Marina Manager
Class Code: 9016
FLSA Status: Non-Exempt
File Name: Sailing Instructor.doc
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SUMMARY

Under the direction of the Marina Manager, Assistant Marina Manager and Marina Supervisor this position is responsible for providing sailing, wind surfing, and water safety instruction to our members and guests and assisting with the operations of the Beach Club Marina. This includes overseeing the operations in the absence of the Marina Manager, Assistant Marina Manager and Marina Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Maintain a working knowledge of Marina rules, regulations, and policies, including those pertaining to: parking lot, equipment rentals, the waterline, the docks, the beach, and the swimming areas, and enforce the rules accordingly.

Maintain a working knowledge of the Association rules and enforce them accordingly, including checking member passes and collecting money for the use of the facility.

Provide customer service including fielding complaints, addressing customer problems and concerns, collecting money for lessons, rentals, retail sales, and food.

Keep facility, including main building, parking lot, waterline, beach area, and bathrooms clean and free of hazards, debris, and trash. This aspect of the job often includes other custodial duties.

Perform opening and closing procedures at the facility including: counting banks in and out, making deposits, unlocking and locking the facility, stacking beach furniture, and food preparation.

Maintain landscape appearance and irrigation systems.

Cook foodstuffs in quantities according to menu and number of persons to be served.

Clean and maintains all kitchen appliances and surfaces.

Instruct junior sailing program, private sailing lessons, windsurfing lessons and clinics and operate Getaway when scheduled.

Provide guidance and training to Marina employees.

Ensure facility equipment boats, kayaks, and wind surfers are in proper working order and well maintained.

Coordinate food and beverage service at the snack bar including cooking, ordering and operating cash register.

Perform maintenance on facility.

Supervise day to day operations under the direction of the Marina Manager, Assistant Marina Manager and Marina Supervisor.

In the absence of the Marina Manager, Assistant Marina Manager and Marina Supervisor, oversees the operations of the Beach Club/Marina.

Participate in the planning and execution of special events and programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

