**ASSISTANT SAIL MASTER**

**Qualifications:**

1. Experienced sailor and sailing instructor
2. Interested in planning and administrating programs and personal
3. Holds or has held lifeguarding certification
4. Certified US sailing instructor preferred

**Responsible to:** Program Leadership and Sail Master

**General Responsibilities:**

1. To assist the Sail Master in planning, organizing, and administrating the sailing program and associated equipment of Camp Don Lee
2. To assist in supervision of the summer sailing staff team toward the accomplishment of goals and tasks
3. To serve as “acting” Sail Master in the absence of the Sail Master

**Specific Responsibilities:**

1. To work with the Sailing Program Coordinator and Sail Master to assign duties and work schedules for the entire summer sailing staff
2. Assist Sail Master in organizing and scheduling all sailing activities with proper supervision to insure the safety of all persons involved
3. Scheduling responsibilities include (in addition to in-camp activities) the establishment of schedules for all out-of-camp trips which involve sailing equipment or personnel. Again, this will be a collaborative effort including Sail Master, Assistant Sail Master, and Sailing Coordinator
4. Assist in supervision of the sailing staff and assignment of all duties on a day-to-day basis
5. Plan and lead sailing staff training with the Sailing Program Coordinator and Sail Master
6. Assist in the planning and leading of staff training week with the summer leadership team
7. Actively participate in all total camp activities whenever possible and assist as called upon the summer program leadership team