**SAILING MASTER**

**Qualifications:**

1. An experienced sailor and instructor of sailing.
2. At least 21 years of age.
3. Ability and experience in planning and the administration of programs and personnel.
4. Holds or has evidence of having held a Lifeguard Training certificate.
5. Certified US Sailing Instructor preferred.

**Responsible to:** Program Leadership

**General Responsibilities:**

1. To plan, organize, and administer the sailing program and equipment of Camp Don Lee.
2. To supervise the summer sailing staff team toward the accomplishment of goals and purposes of the program.

**Specific Responsibilities:**

1. To work with the Sailing Program Coordinator to assign duties and work schedules for the entire summer sailing staff.
2. Organize and schedule 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.
4. Supervise 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
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 to serve as a member of the summer program leadership team.