



Assistant School Director (Racing) Job Announcement

Modern Sailing School & Club is the premier sailing school on the West Coast. We have been teaching adults how to sail on the San Francisco Bay and internationally since 1983. Our highly respected and professional staff provide the highest level of instruction on the San Francisco Bay and California coast. Courses and specialty clinics are taught year-round on weekdays and weekends.

We are currently seeking an administrative and on-the-water professional to run our Racing Program!

You will have the opportunity to share your knowledge and love of racing with Modern Sailing's members and clients.

Minimum Professional Qualifications Required

- Current USCG Captain's License: OUPV/6-pack or Tonnage License
- ASA 201 Certification
- 5+ years sailing experience
- 3+ years racing experience
- 2+ years teaching experience

Additional Valuable Qualifications

- ASA 202, 203, 204, 205, 206, 208, 214
- ASA Endorsement Courses: 217, 218, 219, 220

The ideal candidate will possess these qualities:

- Excellent small group leadership skills
- Empathy for the students and be able to adapt to their individual needs
- Punctual and well prepared
- Clean, professional appearance
- Effective communicator
- Adapt easily to changing conditions

Assistant School Director - Racing Programs (aka. Racing Program Director) Roles and Responsibilities

The Racing Program Director is expected to have a dual role encompassing both on-the-water (OTW) race coaching and administrative/program management responsibility for Modern Sailing's Racing Program. The racing program management responsibility will consist primarily of:

1. Ongoing maintenance of Modern Sailing's Racing Programs including:
 - Racing and Asymmetrical Spinnaker Clinics (Sausalito and Berkeley)
 - Participation in local Yacht Club "Beer Can" racing series (Sausalito and Berkeley)
 - J/24 Race Days
2. New racing program development, which could include:
 - MSC Performance Racing Team Series
 - MSC Racing Skipper Program

- MSC Offshore Racing Series
- 3. Race coach recruiting, onboarding, and ongoing support and training
- 4. Interface with MSC's school schedulers to plan the annual calendar of Racing Clinics and Racing Events
- 5. Fleet interface for racing program equipment, policies, and procedures

Areas of Responsibility for Racing Program

All school and racing-related product offerings will have a set of program documentation to ensure we effectively meet the needs of students and clients. It is the Racing Program Director's responsibility to ensure that this documentation is complete, up-to-date, and accessible to all organizations served by this material, i.e. the Customer Service, Fleet, and Instructor teams. (Note: The development of school policy and procedures is a product of the whole instructional team consisting of input from Head Instructor, School Director, or other senior instructors and senior race coaches. The Racing Program Director's responsibility will sometimes be one of authorship, and sometimes be one of project management directing others' efforts). Specific areas of responsibility are:

- Ongoing maintenance of racing program documentation
 - Our programs will need to adapt to meet changing conditions and the evolving needs of our client base. It is the Racing Program Director's responsibility to ensure our programs and the accompanying documentation are updated as needed.
- New racing program development
 - Our school will be constantly expanding and dynamically adapting our curriculum and programs to meet the needs of our students. The Racing Director will be responsible for building programs that elevate Modern Sailing status as a premier school for sailboat racing.
 - Creating a local, statewide, and national reputation for excellence. This will involve project managing the development and launch of any new school racing programs, including the cross-functional training activities to ensure that all organizations are prepared and the new programs will run smoothly. This can include items such as:
 - Curriculum development and review
 - Instructor training
 - Customer service and fleet staff training
 - Staff and/or client test-runs

Areas of Responsibility for Instructor Onboarding

In cooperation with the other members of the School Leadership team, the Racing Program Director is responsible for:

- Ensuring that Modern Sailing has a well-documented process for Instructor onboarding, specifically for providing input and procedures for race coaches
- Assisting in the recruiting of new race coaches for Modern Sailing
- Coordinate the onboarding activities for all new race coaches at Modern Sailing
- Participate in the mentorship of new race coaches

Scheduling and Work Location Details

The Racing Program Director role will be a remote role with flexible hours. General time expectations are:

- Devote an average of eight (8) hours a week to non-OTW activities such as program management and race coach recruiting and development
- Participate in occasional standing meetings with the various MSC teams, particularly for new program roll-outs. (e.g. sales trainings)
- Schedule ad-hoc meetings (in-person or Zoom) with other MSC team members to propose, develop, and roll-out racing program activities
- Lead race coach development and practice sessions [Frequency TBD]
- On-the-water (OTW) race instruction and coaching of the MSC racing programs (Racing Clinics, Race Events, etc.)

As a remote team member, you will not have a dedicated work location. You will be expected to occasionally travel to both the Sausalito and Berkeley locations.

To apply, please submit a resume and cover letter to careers@modernsailing.com. You are also welcome to drop these off in person, meet some of the staff, and check out our facilities. Call the Sausalito office at (415) 331-8250 or the Berkeley office at (510) 831-1800 to set up a quick appointment. We look forward to hearing from you soon!