



## SIEBEL PROGRAM COACH - JOB DESCRIPTION

### OUR MISSION

Increase sailing participation and excellence through education, competition, and equal opportunity, while upholding the principles of fair play, sportsmanship, and safety.

### POSITION SUMMARY

The Siebel Sailors Program is a youth sailing program that launched in 2019 and serves over 700+ youth annually from all over the country. It accomplishes this by partnering with community-based organizations that share our goal of getting underrepresented youth into the sport.

The Siebel Sailors Program gives youth from all backgrounds the opportunity to learn to sail and inspires them to achieve their full potential as lifelong members of the sailing community. Siebel's five core values provide youth with a foundation and framework emotional growth in addition to sailing skill development. In order to break down barriers to accessing sailing, the Siebel Program provides sailors with everything they need to get out on the water.

A Siebel Coach will report to a Siebel Manager and will be a part of a national team representing US Sailing in the field. The right candidate for this position will be well versed in working with youth of all ages, center staff, volunteers, and will have a desire to better the sport. Siebel Coaches are a catalyst for change who promote ideals such as skill development for all sailors, professional growth for coaches, and truly assessing an individual's needs to build successful learning opportunities. They will be based out of a Siebel Region with opportunities to travel for national conferences or training events.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Siebel Sailors Program Grant Delivery

- Develop and manage a sailing programming schedule with your Siebel Centers. Coordinate the planning and execution of these programs such as after school sailing, summer camp, weekend clinics, etc. for any experience level of sailors.
- Ensure and assist the Siebel Centers in fulfilling their Siebel Grant Requirements
- Assist in delivery, initial setup, and preliminary training of the fleets of sailboats. In addition, help maintain the fleet of boats for the duration of the grant cycle.

- Ensure that a majority of Siebel Program participants consist of an underrepresented populations by working with partner organizations to recruit these participants and track these diversity metrics for our grant tracking.

### Regional & Center Support

- Provide training to other coaches, and work with program managers to ensure alignment with US Sailing's curriculum. Assist with continuing education opportunities for other coaches; this includes, but is not limited to, sharing resources, direct mentorship, observation and recommendations to US Sailing about appointments for formalized continuing education opportunities for other coaches.
- Build, facilitate and maintain relationships with Local Sailing Organizations (LSOs). The primary focus will be on the sailors directly involved with the Siebel Program with a secondary focus being to support the general needs of Siebel Network Programs
- Mentor these sailors as they grow into racers, instructors, cruisers, etc.

### US Sailing Representation

- Attend and/or present at US Sailing Events such as National Sailing Program Symposium, Coaching Symposium & Sailing Leadership Forum
- Serve as a communications conduit between US Sailing and regional sailing community. Direct news and content from region to US Sailing's Communications Manager and news from US Sailing to region
- Provide excellent customer service skills, written and verbal communication skills and strong organizational skills with precise attention to detail are required
- Communicate to stakeholders about US Sailing's products, services and operations. Promote US Sailing to LSOs, building a national presence and market for US Sailing
- Provide clear, timely, and comprehensive communication with participants and supporters
- Contribute to US Sailing Foundation fundraising and development efforts

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Broad coaching and/or teaching experience with firm understanding of skill development
- Experience working in both Community Sailing programs and Yacht Clubs is a plus
- Must be self-motivated and detail oriented
- Possess a commitment to and experience in providing first-class customer service
- Possess strong written and oral communications skills, specifically writing letters/emails, public speaking, and comfortable speaking on the telephone
- Possess strong problem-solving skills and follow through on projects and tasks
- Proficient in Microsoft Office (Excel, Word, PowerPoint), standard web content management systems and database applications
- Minimum of US Sailing Level 3 Instructor Certification (or willingness to become certified)
- USCG 6 pack license encouraged
- Lifeguard certification is a plus
- Comfort towing a boat trailer a plus

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

US Sailing provides a vibrant work environment that values creativity, teamwork and respect. As part of our dedication to the diversity of our workforce, US Sailing is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances.

## **OTHER**

- Must possess the highest integrity and values consistent with those of US Sailing
- Frequent overtime and travel, including weekends and over the summer months, due to demands of position and schedule of programming
- Importance of being a team player: All US Sailing employees are expected to be exceptional team players
- Requires confidence, job knowledge and ability to utilize available resources to provide excellent service for organizations
- A passion for helping people
- Must possess excellent organizational and prioritization skills along with the ability to multi-task and problem solve
- Growing Membership: Each employee is expected to work together to assist in growing US Sailing membership
- Position requires occasionally representing US Sailing at events throughout the year, and public speaking at several events including US Sailing Meetings

## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the candidate will possess the skills aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

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**APPLICATION PROCESS**

Please submit resumes and letters of interest to [ReneeWetterland@ussailing.org](mailto:ReneeWetterland@ussailing.org)