

SITC Instructors Job Description 2007

As a Sailing in the City Instructor you represent RYA Scotland and Sportscotland. You are an ambassador of SITC; as such you should always present yourself and behave in a professional manner.

Accountable to:

RYAS Development Manager through the SITC Development Officer

Key objectives:

- To deliver sailing sessions in a safe, dynamic and educational way
- Maintain the professional image of SITC
- Promote the SITC teaching methods and philosophies
- Encourage new sailors created by the project to continue sailing and to promote the sport of sailing to all

Responsible for:

- Physical setting up and packing up of the Taz Trailers
- Being on time for events and staying committed and motivated until the end
- The safety of participants, yourself, fellow instructors and other venue users
- Ensuring the appropriate Health and Safety standards are met and maintained
- Filling in the required paper work to help maintain the projects effectiveness
- Reading the necessary paper work and keeping regular contact with the SITC DO when required to do so
- Liaising and working with SITC partners/clients to ensure their needs are met
- Planning and delivering vibrant sailing sessions
- Maintaining the enthusiasm of the participants throughout every session at every event
- Working from and promoting the RYA Youth Sailing Scheme
- Distributing information to all participants on how and where to continue sailing while encouraging them to do so
- Keeping the working area clean, tidy, welcoming and professional at all times
- Completing any minor boat maintenance at events and recording such
- Looking after all SITC equipment
- Wearing and keeping your uniform clean and presentable
- Working as part of a flexible team, sharing jobs and responsibilities
- Giving support and ideas when required and asking for help when necessary
- Assisting and encouraging new instructors or volunteers to SITC

SITC Instructors Job Specification 2007

Factor	Essential	Desirable	Justification
Qualifications	<ul style="list-style-type: none"> • RYA Dinghy Instructor (experienced) • Powerboat Level 2 • Valid First Aid Certificate • Access to a vehicle or other transport 	<ul style="list-style-type: none"> • RYA Senior Instructor • RYA Safety Boat • Driving Licence with B+E endorsement 	<ul style="list-style-type: none"> • To meet with RYA training requirements • To get to venues • To tow the Taz trailer
Work Experiences	<ul style="list-style-type: none"> • Minimum of one season working with young people • Knowledge and experience working with the RYA Youth Sailing Scheme 	<ul style="list-style-type: none"> • Experience working with young people from different backgrounds • Experience working in different environments/venues 	<ul style="list-style-type: none"> • To ensure high quality sessions • Having the ability to adapt to different locations
Skills	<ul style="list-style-type: none"> • Imaginative and creative teaching techniques • Ability to deliver sailing sessions in the SITC way • Organisational and planning skills • Actively safety conscious • Ability to work as part of a team 	<ul style="list-style-type: none"> • Experience reviewing and creating risk assessments • Boat maintenance knowledge • Effective customer service and care attitude 	<ul style="list-style-type: none"> • To promote and maintain the SITC philosophy • To cope with the demand of SITC sessions • To cover the health and safety aspects and help maintain the equipment • Maintain healthy working environment & team ethos
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm for sailing and delivering fun sessions • Outgoing and dynamic character • Hardworking and committed • Open to try new ideas and games • Professional approach and attitude to working 	<ul style="list-style-type: none"> • Motivated to develop teaching techniques further • To have a passion for sailing and promoting the sport • Flexibility to working in different varying venues • Willing to discuss and share SITC philosophies with external individuals 	<ul style="list-style-type: none"> • To maintain SITC's high standards and professional image • To deliver vibrant sessions and ensure participants enjoy them selves • To help promote the SITC ways

2007 SITC Instructors Pay Scale Document

After taking your comments from 2006 into consideration, there will be a new Instructors pay scale introduced for the 2007 SITC season.

Role	Pay	As Lead SI
Dinghy Instructor	£80	-
New Senior Instructor	£90	£95
Experienced Senior Instructor	£95	£100

Lead SI

This will acknowledge a Senior Instructor as the '**Lead SI**' for the event. Their responsibility is to be the main point of contact at the event and to delegate and share out tasks out to ensure everything is covered. All SITC Instructors are to work as a team, as the nature of SITC demands a strong working team ethos to operate effectively. The nominated person must ensure they have read and understood the appropriate paperwork before the event.

This does not mean it is expectable for the other instructors not to read the paper work, as self employed instructors it is your responsibility to be prepared for the work you are signing up to.

➤ The lead SI must ensure that all the relevant paperwork is completed at the event:

- The Risk Assessment – additions made when necessary
- Booking forms
- Consent forms – completed properly by parents and filled appropriately
- The Check List is completed
- Maintenance Log is filled in if necessary
- Accident/Near Miss Book is also filled in if necessary
- The Instructors feedback form is completed at the end of the event
- It is also their responsibility to maintain contact with the SITC DO (or RYAS DM) during the event, if necessary, and to contact them at the end of the event with any updates.

There are mobile phones on each trailer – use them, save your money and ensure that your are easy to contact by using only one number. If there is a problem with the mobile, then it is your responsibility record the fault ASAP so it can be fixed, if we don't know it can't be fixed.

This does not mean however that the Lead SI takes on all these responsibilities themselves, it is their role only to ensure they are done, they can be shared out! No one will be paid until we have received all the appropriate paperwork at the end of an event, so *it is in everyone's best interest to cooperate!*

Appointment of Lead SI

The Lead SI will be appointed as such:

- The first experience SI to request to work at the event
- If no experienced SI, the first new SI to request work at the event

When contact has already been made with the Lead SI (who is new) before an Exp. SI requests the work, the original appointment can remain.

If an SI has more 'local knowledge' they will be given preference as Lead SI