

Maine Maritime Academy



Coordinator of Sailing Programs

POSITION OVERVIEW

This position serves both as Coordinator of Sailing Programs (recreational/intramural sailing) and as head coach of a varsity sport and associated events. Reporting to the Marine Operations Manager, the incumbent is responsible for coordinating, planning and coaching for the MMA intercollegiate sailing program, along with fiscal program administration and other related duties as assigned by the Manager. All of the duties of the position must be conducted in adherence with the policies, rules, and regulations of affiliated national, regional, and state intercollegiate athletic associations, any conference requirements (ICSA), and Academy policies and rules. The incumbent works collaboratively with Waterfront Staff to ensure a quality experience while participating in Maine Maritime Sailing program or using its vessels. The incumbent must be committed to promoting academic and athletic achievement in a way that is fully integrated with the mission and vision of Maine Maritime Academy.

DUTIES

- Establishes and executes procedures for all programs related to sailing, to include sailing clinics and varsity sports.
- Coordinates assigned staff and students in the overall planning and execution of the sailing program in Waterfront facilities.
- Works with Department's Sailing Master to ensure vessels and equipment are prepared for use.
- Promotes the public relations goals of MMA, building a positive image of the sailing program through community events, public speaking, attending fundraising events and/or coaching clinics.
- Works closely with members of the public, parents and alumni in promoting the Sailing Programs and when working with students.
- Serves as a positive role model and mentor to the student community.
- Develops revenue-producing clinics in off-season.
- Schedules use of Waterfront vessels and facilities for Intercollegiate Athletics and various external groups according to institutional and departmental guidelines.
- Manages the implementation of maintenance and repair for sailing team fleet and equipment. Makes recommendations on the purchase of equipment and supplies for sailing programs.
- Identifies maintenance and safety issues for sailing team. Works with Waterfront staff to ensure that the vessels, equipment and facilities are clean and maintained.
- Serves as the Head Coach of a varsity program and is responsible for organizing and directing all aspects of a successful and competitive ICSA Program.
 - a. Ensures the safety of the student athletes at all times.
 - b. Monitors and promotes the academic and personal growth of student-athletes.
 - c. Develops and manages program's budget.
 - d. Manages and schedules travel for team activities.
 - e. Develops and maintains alumni support for the program.
 - f. Supervises assistant coaches / interns.
 - g. Recruits and retains roster.
- Monitors and maintains the discipline and conduct of student athletes to support the image and reputation of the athletics program.
- Coordinates all operational, fiscal, and administrative activities for the sailing program.
- Ensures adherence to all Association, Conference, and Academy rules by athletes and supporting staff.
- Travels with sailing team to weekend regattas.

- Assists in operating and maintenance of the waterfront facilities including boats, equipment, docks, shops and administrative spaces as an exemplary marina/boat yard facility.
- Other duties assigned by the Marine Operations Manager.

The statements above reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

SKILLS

- Excellent coaching and student mentoring skills.
- Excellent interpersonal, teaching and communication skills are essential.
- Exceptional sailing skills.
- Strong attention to detail.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Excellent verbal and written communication skills.
- Collaborative team player.

QUALIFICATIONS

- Three to five years of successful sailing coaching in an intercollegiate environment.
- Knowledge of ICSA rules & regulations
- Bachelor's degree required. Master's degree preferred.
- Ability to recruit student athletes, develop successful programs and maintain operations (budget, equipment ordering, regatta management, etc.).
- Possession of a valid/clean Driver's License.
- Must have (or obtain within 30 days of hire) AED / CPR / First Aid Certification. .
- Ability to communicate effectively and concisely to diverse stakeholders.
- Three years' experience in an educational setting.
- Proficiency in Microsoft Office (Excel, Word).
- Excellent written and oral communication skills.
- Proven ability to perform administrative and organizational aspects of the program.
- Ability to work well with people of varied backgrounds and talents.
- Demonstrated understanding of excellent customer service.

This work includes coaching in outside areas, hot and cold weather, and exposure to elements such as the ocean, rain, salt spray, dirt, fumes, and loud noises. The duties require moderate to active physical activity, handling of weights and objects weighing 25 to 50 pounds, and standing or walking more than four hours per day. Requires color vision: ability to identify and distinguish colors and depth perception.

MAINE MARITIME ACADEMY
Position Factor Evaluation

JOB TITLE: Coordinator – Sailing Programs
WAGE GRADE: 22

JOB CODE:
TOTAL POINTS: 496

	<u>FACTOR</u>	<u>DEGREE</u>	<u>POINTS</u>
1.	Knowledge and Skill	6	216
2.	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3.	Responsibility for Cost Control	4	32
4.	Responsibility for Others		
	I. Injury to Others	4	32
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	3	24
5.	Working Conditions	4	40
6.	Responsibility for External and Internal Relations	6	48

Date of Classification: 07 Nov 2014