

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Assistant Sailing Coach

### POSITION OVERVIEW

The MMA sailing team is currently comprised of two groups – one is small (420 type) boats and the other is a large boat racing team. The incumbent will assist the Maine Maritime Academy Sailing Coach by introducing advanced sailing skills and techniques to students, assisting with daily practice planning and implementation. This individual will also instruct PE sailing courses, providing students with a consistent, knowledgeable instructor and safe experience on the water. He or she will oversee and coach MMA student sailors at home and away regattas. The assistant coach will provide dedicated maintenance to the boats used by the team, and help support MMA's active high school sailing program. This is a 9-month, full-time, salaried, benefits eligible position, March 1st thru November 30<sup>th</sup>.

### DUTIES

- Ensures the safety of student athletes at all times,
- Assists in the teaching and supervision of practices – both independently and under guidance of the head coach,
- Instructs in sailing courses,
- Transports team to and from regattas, coaches and supervises team and responsible for the team's well-being,
- Demonstrates competency in sport skill instruction, motivation, and the ability to conduct practice sessions,
- Assists in the maintenance of the fleet of boats (420s, Colgate 26s, powerboats, various keelboats),
- Adheres to all governing sport, association, conference, departmental, and Academy rules and policies,
- Demonstrates a sincere interest in the personal, academic and athletic progress of student athletes,
- Exhibits supportive and cooperative behavior pursuing program goals set by the head coach,
- Demonstrates leadership ability and professional behavior when dealing with student-athletes,
- Efficiently and effectively complete tasks assigned by the head coach,
- Accepts constructive criticism and work toward consistent professional improvement,
- Responsible for learning and following all policies of the MMA Travel and Finance departments, and
- Other duties assigned by the Sailing Coach or 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. Additional duties consistent with the position may be assigned.*

## **SKILLS**

- Experience sailing and racing dinghies and keelboats
- Strong potential to teach, lead and counsel college student athletes
- Excellent interpersonal, oral and written communication skills
- Collaborative team player
- Ability to maintain composure in stressful situations
- High degree of professionalism

## **REQUIREMENTS**

- 2-3 years of sailing or coaching at the collegiate or secondary school level
- Familiarity with Intercollegiate Sailing Association (ICSA) rules
- Must have (or obtain within 30 days of hire) AED / CPR / First Aid Certification
- Possession of a valid/clean Driver's License required
- US Sailing Level 1 or equivalent, Level 2 or 3 preferred
- Demonstrated understanding of excellent customer service.

## **SPECIAL REQUIREMENTS**

- Pre-employment drug test, participation in random drug testing program
- Criminal Background check required
- Tobacco-Free workplace/campus

## **PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ascending or descending ladders, stairs, scaffolding, ramps, masts and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Requires lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently.
- Frequent underway periods requiring time away from the Academy for extended periods: weeks, overnight and weekends.
- This work includes sailing and maintenance work in outside areas, hot and cold weather, and exposure to elements such as the ocean, rain, salt spray, dirt, fumes, and loud noises.
- Requires color vision: ability to identify and distinguish colors and depth perception. Vision requirements as set forth and covered under USCG requirements.

MAINE MARITIME ACADEMY  
Position Factor Evaluation

JOB TITLE: Assistant Sailing Coach  
WAGE GRADE: 11

JOB CODE:  
TOTAL POINTS: 308

	<u>FACTOR</u>	<u>DEGREE</u>	<u>POINTS</u>
1.	Knowledge and Skill	3	108
2.	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3.	Responsibility for Cost Control	1	8
4.	Responsibility for Others		
	I. Injury to Others	4	32
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	1	8
5.	Working Conditions	4	40
6.	Responsibility for External and Internal Relations	3	24

Date of Classification: 30 August 2018