

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## HEAD SAILING COACH (Varsity & Offshore Sailing Team)

### POSITION OVERVIEW

The Head Sailing Coach will build competitive sailing programs and will be instrumental in elevating the MMA sailing team's status to a national level. In addition to coordinating, planning, and coaching the Maine Maritime intercollegiate sailing team, the incumbent will be key in growing the dinghy, one-design, and offshore program while expanding beginner and intermediate sailing opportunities for the students and through expanded summer sailing programs. The Head Sailing Coach reports to MMA's Marine Operations Manager. Along with the program and coaching described above, the Head Sailing Coach will manage the budget and administration of the sailing program in addition to other related tasks assigned by the Marine Operations Manager. All 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 assistant sailing coach(es), MMA's Sailing Master, and all Waterfront Staff to ensure a high-quality experience for all persons participating in Maine Maritime's 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.

### Maine Maritime Academy Current & Future Fleet

#### Current Fleet

- 20 International 420's, well-kept with recent sails.
- 9 Colgate 26's, bottoms blasted and barrier/bottom coated this spring, all on trailers.
- Sydney 38 for offshore sailing.

#### Future Fleet

- Upgrade & Expand current dinghy fleet in next 2-3 years.
- Acquire 2-3 new offshore vessels (J-70, J-105 or similar) to campaign in NE regattas and match-race.

## DUTIES

- Serves as the Varsity Sailing Coach for Maine Maritime Academy and is responsible for organizing and directing all aspects of a successful and competitive ICSA Program.
- Establishes and executes procedures for MMA's sailing programs to include sailing clinics and varsity competition.
- Coordinates assigned staff and students in the overall planning and execution of the Varsity sailing program under the auspices of MMA's Waterfront facilities, to include hosting several collegiate and community regattas. Works with Department's Sailing Master and their designee(s) to ensure vessels are fully equipped, maintained and 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.
- Promotes the sailing programs and Varsity competition with current and prospective students, parents, alumni, MMA employees and members of the public.
- Serves as a positive role model and mentor to the students and community including upholding and supporting MMA policies.
- During the off-season, drives the strength training and conditioning program, develops revenue-producing sailing clinics and coordinates the execution of such clinics.
- Coordinates and schedules use of Waterfront vessels and facilities for Intercollegiate Athletic practices and competitions.
- Manages the varsity sailing team in implementation of cleaning, maintenance, and repair of the vessels and equipment used in support of the team. Makes recommendations on the purchase of equipment and supplies for sailing programs.
- Ensures the safety of the student athletes at all times. Identifies maintenance and safety issues and works with Waterfront staff to ensure that the vessels, equipment, and facilities are safely maintained.
- Monitors and promotes the academic success and personal growth of student-athletes.
- Works with the Marine Operations Manager to develop and manage the varsity sailing Budget.
- Manages and schedules travel for team activities.
- Fosters and maintains alumni support for the sailing program including assisting with MMA's Yacht Donation Program.
- Supervises assistant coaches, student employees, and interns.
- Responsible for recruiting and retaining student athletes in the Varsity Sailing Program.
- Monitors and maintains the discipline and conduct of student athletes to support the programs, image and reputation of the Academy and the athletic program.
- Ensures adherence to all Association, Conference, and Academy rules by athletes and supporting staff.

- Travel with the sailing team to/from regattas, including weekend regattas is required.
- Assists in operating and maintenance of the waterfront facilities including boats, equipment, docks, shops, and administrative spaces as an exemplary marina/boat yard facility.
- Teach introductory and intermediate sailing courses as assigned.
- Other duties may be assigned by the Marine Operations Manager or their designee.

*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.
- Demonstrated sailing skills at the competitive collegiate level or higher.
- Strong attention to detail and ability to react to dynamic situations.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Excellent verbal and written communication skills.
- Collaborative team player.
- Ability to recruit student athletes, develop successful programs and maintain operations (budget, equipment ordering, regatta management, etc.).
- Ability to communicate effectively and concisely to diverse stakeholders including excellent writing and verbal 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.
- Desire to promote sailing to all students and to foster individual and team development.

## **REQUIRED QUALIFICATIONS**

- Bachelor's Degree, or equivalent combination of education and experience.
- US Sailing Level 1 or equivalent certification (or ability to obtain within 6 months) required
- Completion of a safe boating course w/ operator's certificate (or ability to obtain within 6 months of hire).
- Knowledge of ICSA rules & regulations. May be obtained as part of the application process but must demonstrate strong understanding of competitive sailing.
- Possession of a valid Driver's License and ability to obtain approved driver standing through Maine Maritime Academy.
- Must have (or obtain within 30 days of hire) AED / CPR / First Aid Certification.
- Proficiency in Microsoft Office programs (Excel, Word).

## **PREFERRED QUALIFICATIONS**

- Three to five years of coaching a sailing team in an intercollegiate or similar environment, plus intercollege sailing experience.
- US Sailing level 2 or 3 certification
- Ability to work nights, weekends, and some holidays
- Experience in an educational setting

## **SPECIAL CONDITIONS**

- This position requires a Background Check.
- Tobacco-free 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, 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: Head Sailing Coach	Job Code:	
	Wage Grade: 22	Total Points: 496	
	Factor	Degree	Points
1	Knowledge and Skill	6	216
2	Effort		
	A. Mental and Visual Effort	5	40
	B. Physical Effort	4	40
3	Responsibility for Cost Control	4	32
4	Responsibility for Others		
	A. Injury to Others	4	32
	B. Supervisory Responsibility	3	24
	C. Sensitive Information and Records	3	24
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	6	48
	Date of last reclassification: 2022-07-19		