



**Tod's Point Sailing School** a nonprofit community sailing program based in the historic Chimes Building in Greenwich Point Park, is seeking a full-time, year-round **Program Director** to lead our community sailing programs serving people of all ages and backgrounds. TPSS mission is to teach enduring sailing and boating skills along with a deep respect for the marine environment with priorities on safety and fun.

## **What You'll Do:**

### **Lead**

- Oversee day-to-day operations of a 7-day peak season and reduced off-season schedule
- Hire and manage seasonal and full-time employees as necessary and provide training, guidance and support both on and off the water
- Work with staff to create programs meeting the needs and interests of the public we serve
- Develop an organization promoting growth, communication and development
- Assess staff performance on a regular and as needed basis
- Engage with volunteers to assist with programs, boat maintenance, fundraising, etc.

### **Communicate**

- Represent TPSS and promote programs to the public
- Communicate and work along-side Tod's Point stake holders including Town of Greenwich employees
- Respond to customer inquiries and train staff in best methods
- Increase awareness through marketing efforts

### **Maintain & Direct**

- Work alongside staff and volunteers keeping all facilities safe and operational
- Plan improvements to facilities (classrooms, sailboats, paddle craft, power boats)
- Review facilities to ensure they are appropriate and safe for programs and customers
- Payroll, basic financials (QuickBooks)

### **Plan & Create**

- Set instructional goals and curriculum milestones for each program track
- Develop schedules for programs and staff
- Provide enrollment and capacity guidance to inform registration decisions
- In collaboration with staff and board members plan new and exciting ways to connect people to the water



### **Who You Are**

- Excellent communicator with interpersonal skills working with children and adults
- Comfortable managing a group of people of varying ages and backgrounds
- Strong sailor preferably with basic boat maintenance and repair skills
- Ability to adapt teaching methods to meet the needs of diverse learners
- Experienced power boat operator
- Administrative experience i.e. word, excel, etc.

**Salary commensurate with experience.**

**To apply:**

**Please send resume or any questions to:** [todspointsailingschool@gmail.com](mailto:todspointsailingschool@gmail.com).