

JOB DESCRIPTION

Position Title	Department	Reports to
Adult Programs Coordinator	Adult	Adult Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	1/1/2021

POSITION SUMMARY

The Adult Programs Coordinator is responsible for coordinating and promoting adult program products and initiatives as part of US Sailing’s mission to grow participation in sailing, including establishing strong working relationships with our existing customers, US Sailing members and sailing organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Keelboat and Powerboat Programs. Administers all promotional aspects of Keelboat and Powerboat Programs including being first point of contact for sales and service, interfacing with Instructor Trainers, supplying paperwork and course materials as necessary, and school acquisition/onboarding. Manage database of schools, leads and contacts. Solicits LSOs to “Host A Course”; helps to fill courses; and assist with scheduling of ALL adult courses (KB/PB/Adaptive/SAS) to get courses on the calendar. Regularly surveys keelboat program graduates. Helps with interdepartmental work including streamlining processes, product development, marketing, etc.

Safety at Sea Program. This role requires being first point of contact for US Sailing Sanctioned Safety at Sea Courses both online and in-person handling customer service questions and issues. Responsible for annually updating SAS Host Agreements; soliciting Hosts; scheduling SAS courses; fulfillment of courses including invoicing for services rendered. Assists with interdepartmental work, streamlining processes, product development, marketing, etc.

General Responsibilities. Website oversight and minor updates to program-specific pages including course calendar for any adult programs being managed mainly Keelboat, Powerboat and Safety at Sea. Interact with volunteer liaisons for these programs. Provide first class customer service via email and phone calls – responding in a timely manner. Assist with member question overflow from Offshore Department. Streamline program processes and contribute to budget development process as required.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Education: High School diploma required; College degree strongly preferred (preferably in communications, liberal arts)

Skills. Good communication (oral and written), customer service, and organizational skills. Ability to manage multiple projects effectively. Some sailing experience is required. Comfortable speaking in a public forum. Work well both independently and within a team. Demonstrate the ability to consult with and persuade others including senior staff and management of associations, schools, organizations. Must be detail and process-oriented with program and logistics experience. Comfortable with membership management systems.

Relevant experience. 3 to 5 years experience in project management, product development, operations and customer service/sales. Proven ability to hit targeted goals. Experience in the sail training industry. Experience effectively utilizing technology. Experience working in sailing event management including boat shows, conferences, regattas is extremely important.

Proficiency in the following software:

- Microsoft 365: Word, Excel, Publisher
- Adobe Pro: Fireworks
- WordPress; I-Frame Management
- GoogleDocs
- Classmarker/Jotforms/SurveyMonkey

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

OTHER

- Strong preference given to candidates who can work out of the US Sailing headquarters in Bristol, Rhode Island.
- Possess the highest integrity and values consistent with those of US Sailing.
- Importance of being a team player: All US Sailing employees are expected to be exceptional team players.
- Growing Membership: Each employee is expected to assist in growing US Sailing membership.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.