

Sailing School Administrator Summer 2024

Job Overview:

As a Sailing School Administrator, you will play a crucial role in the smooth operation and administration of the sailing school. You will be responsible for managing various administrative tasks, coordinating schedules, handling inquiries, and ensuring efficient communication between coaches, students, and the executive.

Key Responsibilities:

- Manage the day-to-day administrative operations of the sailing school, including scheduling, record-keeping, and maintaining student and instructor databases.
- Coordinate class schedules, ensuring optimal utilization of resources and instructors' availability.
- Handle inquiries from prospective students, providing information about courses, fees, and registration procedures.
- Assist in the registration process, including collecting necessary forms, fees, and waivers from students.
- Maintain accurate and up-to-date student records, including attendance, grades, certifications, and progress reports.
- Coordinate with instructors to ensure they have the necessary resources, materials, and equipment for their classes.
- Assist in the preparation and distribution of course materials, handouts, and training aids.
- Manage communication channels, including phone, email, and social media, responding promptly to inquiries and providing excellent customer service.
- Collaborate with other staff members to organize special events, regattas, or training programs.
- Assist in the coordination of boat maintenance and repairs, ensuring that all vessels are in proper working condition.
- Support the financial aspects of the sailing school, including invoicing, tracking payments, and managing petty cash.
- Maintain a clean and organized office space, ensuring that supplies are stocked and equipment is functioning properly.

Qualifications:

- Proven experience in administrative roles, preferably in an educational or recreational setting.
- Strong organizational and multitasking skills, with the ability to prioritize tasks and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to interact professionally with students, instructors, and other stakeholders.
- Proficiency in using office software and systems, such as Microsoft Office Suite, scheduling software, and databases.
- Attention to detail and accuracy in record-keeping and data management.
- Ability to work independently and as part of a team, demonstrating flexibility and adaptability.
- Knowledge of sailing terminology and familiarity with sailing school operations is a plus.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving skills and the ability to handle challenging situations calmly and effectively.

Note: This job description is intended to outline the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.