



Renton Sailing Center

Board Member Position Description: **Education Officer**

About Renton Sailing Center

Founded in 1965, Renton Sailing Center (RSC) is a 501(c)(3) non-profit community sailing organization dedicated to the sport of sailing. We foster a family-like atmosphere to support the interests of sailors of all abilities. RSC offers: sailing instruction through classes and clinics, open sailing, racing, fun activities, women's sailing, and a variety of sailing vessels.

The Purposes and Objectives as stated in the 2020 By-Laws are to *provide services and facilities for the following:*

- a. Provide education in the safe and proper handling of sailboats.*
- b. Conduct US Sailing Small Boat and Basic Keelboat sailing school, including offering instruction to the public.*
- c. Foster good sportsmanship and love of the water for sailors of all abilities through classes, clinics, races, and recreational sailing.*
- d. Prepare sailors for participation in national and international competition.*
- e. Cooperate with and coordinate the activities of this corporation with other organizations or agencies to help promote the aims and purposes of this organization.*
- f. Promote the sport of sailing throughout the greater Renton community.*

For more information, please see RSC's website at www.rentonsailing.org

Position

The Board will support the work of RSC and provide not only mission-based leadership and strategic governance, but also participate in and work with member volunteers to ensure day-to-day operations are met. Involvement of the Board is both critical and expected.

Position-specific duties

The Education Officer is responsible for the following:

General:

- Participate as a vital part of the Board leadership. (ongoing)
- Maintain knowledge of the organization and personal commitment to its goals and objectives. (ongoing)
- Conduct new Board member orientation. (annually)
- Serve on at least one committee, as needed. (ongoing)
- Attend Board meetings. (monthly)
- Attend membership meetings. (monthly)
- Ensure RSC's commitment to a diverse Board and membership that reflects the community that RSC serves. (ongoing)
- Prepare newsletter content including articles and photographs. (ongoing)
- Approve invoices & expense reimbursements according to the spending approval policy. (ongoing)
- Create and update policies and procedures as needed. All new and updated policies and procedures should be presented to and approved by the Board. (ongoing)
- Participate in fundraising activities. (ongoing)

Position-specific:

- Recruit RSC Advanced level sailors that would have good teaching skills to become instructor candidates and attend a US Sailing Small Boat Level 1 or US Sailing Basic Keelboat Instructor course. (fall/winter)
- Schedule all instructors to be lead instructor for at least one Basic Keelboat or Small Boat Sailing Course annually. (December/early January)
- Publish course offerings in January of each year in the Spring/Summer City of Renton Lets Go Renton and Perfect Mind, at the Sailing Foundation Youth Sailing Booth at the Boat Show, in the Renton Reporter, marquee at the dock, on the website, web calendar, flier, and Facebook. (winter/spring)
- Coordinate with Member at Large Position 2 to implement and maintain web-portal class registration for classes not offered through the City of Renton.
- Meet with instructors annually to develop local best practices for offering sailing courses at Renton Sailing Center. (early spring)
- Ensure sailing instruction meets US Sailing and Burgee Insurance standards. (ongoing)
- Maintain accreditation as a US Sailing Keelboat School and Community Sailing Center and coordinate with the Treasurer for renewal. (ongoing)
- Recruit instructors and members to host clinics for members on skills to help their advancement (e.g., rudderless sailing, hove-to and reefing, etc.). (spring/summer)
- Report on Education progress, recruitment, and class enrollment at monthly Board meetings. (ongoing)
- Support Experience Renton Sailing event. (late spring)
- Manage Education budget. (ongoing)

- Provide guidance for Basic Keelboat Instructors to serve as Keelboat skills assessors for RSC members working on keelboat sign offs. (ongoing)
- Share educational resources at membership meetings, on the website, and on Facebook. (ongoing)
- Assist with teaching powerboat handling and VHF radio skills at Dockmaster Clinics in coordination with the Chief Dockmaster. (spring)

Fundraising

RSC recognizes that Board Members contribute a vast amount of time and energy to the Center. It is expected that Board Members are expected to participate in fundraising activities in support of RSC.

As RSC solicits contributions from foundations, organizations, and its members, RSC Board members are encouraged--though not required--to personally make an annual financial contribution that is meaningful to them individually.

Board terms/participation

The Education Officer will serve a two-year term, and is appointed by the Board immediately after the odd-year elections at the January membership meeting. This position is eligible for re-appointment after the term is complete. Board members are expected to attend both the monthly Board and membership meetings, which will be held at different times during the month (i.e., first and last parts of the month).

Qualifications

This is an extraordinary opportunity for an individual who is passionate about RSC's mission and vision, and who has leadership experience. Select Board members will have specialized skills in order to meet the requirements of the position.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of RSC's operations, mission and vision.
- Ability to foster relationships among diverse individuals on the Board and within RSC membership.
- Personal qualities of integrity, credibility, and a passion for building community sailing in our region.

Specialized experience:

- Minimum US Sailing Level 1 Small Boat Instructor Certification.
- US Sailing Basic Keelboat Instructor Certification (preferred).
- Excellent communicator (teaching/training experience preferred).

Service on RSC's Board of Directors is without remuneration.