

## Candidate Profile

Junior Program Director



Balboa Yacht Club  
Corona del Mar, CA  
[www.balboayachtclub.com](http://www.balboayachtclub.com)

### Organization

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In 1922, when Newport Harbor was more shoals and sandbars than open water, the Southland Sailing Club, soon renamed the Balboa Yacht Club, was formed by a small group of sailors wanting an active organization with an emphasis on family sailing. From its beginnings in a small wooden structure on open, sandy Balboa Peninsula, BYC has evolved to become one of southern California's most prestigious yachting organizations. In 1926, the Club moved to a new clubhouse on the southeast corner of Little Balboa Island, a stone's throw from its present location on Bayside Drive. Over the fireplace hung a burnished wood plaque bearing the Club's motto, "A pound of pluck is worth a ton of luck." Originally donated by the first Commodore, Isaac B. Potter, the plaque hangs today over the present Club's dining room fireplace.

The Newport Harbor of the past began to change as dredging began in 1935, and the following year the harbor we know today was officially opened for navigation. Balboa Yacht Club, with its prime location near the harbor entrance, now had a convenient, protected anchorage for its growing fleet.

BYC signed a lease with the Catalina Island Company in 1957 giving them an outstation site at Whites Cove, west of Avalon. Thanks to members' untold hours of hard work, from cement work to landscaping, from plumbing and wiring to carpentry and painting, this facility is now a treasured getaway site for members to enjoy.

The Clubhouse and facilities on Bayside Drive have evolved over almost a century of use to meet the changing yachting needs of the membership and to provide a comfortable environment for a wide variety of social activities. A detailed history of Balboa Yacht Club includes a litany of its members' successes in some of yachting's most highly acclaimed competitions. Its cruisers have ranged worldwide in their boats. In fact, Baja California and the coast of mainland Mexico are as familiar to many of the members as the coves of Catalina.

Today, the Balboa Yacht Club is still among the leaders in yachting and still true to its tradition of family.

### Position Summary

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The Junior Program Director oversees all aspects of the BYC Junior Sailing Program. The position is responsible for coordinating multiple programs including the BYC Junior Race Team, the Fall, Spring and Summer Programs, as well as High School sailing. BYC wishes to elevate its existing program and develop the current offerings into a year-round program that will compete with other top Junior Sailing Programs in southern California. The Junior Director will report directly to the Sailing Director and will work in coordination with the Junior Activities Chairpersons, other Club Chairs, and General Manager to organize, implement, coordinate facility usage activities falling under the responsibility of the Rear Commodore.

It is the mission of the Balboa Yacht Club sailing department to promote fair and safe sailing, instill a life-long love of our sport, and above all, to keep it fun.

## Responsibilities

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- Oversee the administrative tasks of the Junior Racing Team including communications, ordering of uniforms, collection of dues, coordination of arrangements for travel to off site regattas, as well as coaching the Sabot, Laser, 420 and CFJ fleets.
- Oversee registration and collateral materials for the Fall, Spring and Summer programs as well as other related administrative tasks.
- Develop and coordinate the Annual Junior Race calendar working in conjunction with local sailing directors and the Balboa Bay Fleet.
- Oversee interviewing and hiring of coaches and supervise and observe classroom and on the water instruction. Determine class size, monitor and respond to student behavioral issues.
- Develop relationships and communications process with Junior parents including Parent Orientation, oversight, and preparation of the Junior Awards Banquet, and respond to feedback.
- Compose monthly articles for club newsletter, encourage students to submit articles on their activities. Update Junior Activities page on club website, ensure consistent e mail bulletins to Junior Activity parents, maintain current and accurate list of same.
- Attend all pertinent meetings to include Balboa Bay Fleet, Junior Activity Committee, and weekly Department Head meetings.
- Ensure all activities are conducted in a safe atmosphere and provide incident reports to General Manager as needed.
- Coordinate Junior Program activities with appropriate club staff including Accounting and Food and Beverage.
- Oversight of the club's High School Programs coordinating practice times, oversight of travel arrangements and maintenance of boats.
- Coordinate communications and activities with Junior Commodores, oversee Junior Elections and Opening Day Junior activities.
- Oversee maintenance of Junior chase boats, CFJ's, and other club owned Junior assets. Renew yearly registration on assets and inform General Manager of repairs or replacements needed.
- Establish and adhere to yearly operational budgets, setting goals and objectives for department.
- Develop yearly capital budgets.

## Requirements

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- Proven previous coaching experience
- Current U S Sailing Level 1 Instructor certification a must, includes CPR/First Aid
- Level 1 Instructor certification required with a goal of Level 3 desired
- Have completed SafeSport training
- Proven previous sailing experience at a competitive level
- Able to lift 50 lbs.
- Possess valid CPR/First Aid certification
- Position subject to applicant's ability to pass background check
- College degree preferred

## Compensation and Benefits

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The Club offers an attractive and competitive compensation and benefits package to include:

- Competitive salary
- Holiday bonus
- Employee meals
- Health, vision and dental insurance per employee handbook
- Participation in club 401(k)

To be considered for this position, all applications must be received by December 1, 2021