



Merit Badge, Aquatics & Sailing Instructor

Note for Applicants

Newport Sea Base is owned and operated by the (BSA) Boys Scouts of America, Orange County Council. **Male and female candidates are both welcome to apply.**

Types of Classes

- **Merit badge classes:** Oceanography, Fish & Wildlife, Environmental Science, Woodwork, Composite Materials, E-Prep, First Aid, Citizenship in the Nation/World, Photography, Electricity, Engineering, Drafting and much more!
- **Aquatics & sailing classes:** Kayaking, Canoeing, Rowing, Stand-Up Paddle Boarding, Bay & Ocean Fishing, and Sailing (Walker Bay, Tera, Feva, CFJ, Big Boat)

Overview of the Position

Merit Badge, Aquatics & Sailing Instructors implement programs in conjunction with the Program Director and BSA program standards. An instructor serves with a major responsibility for customer service, classroom instruction, curriculum development, class/activity planning, and classroom behavior management. Adheres to Newport Sea Base health and safety standards. **You must be at least 16 years old, be certified in CPR and First Aid; upon being hired.** Needs to be enthusiastic, patient, creative, and have a sense of humor and self-control. **All instructors must be able to swim.** Must be comfortable communicating with children, teens, and parents. Directly reports to Education Coordinator/Lead Sailing Instructor.

***For Sailing Instructors:** US Sailing Small Boat Level 1 Instructor certificate required, American Red Cross Lifeguard or BSA Lifeguard certifications recommended.

***For Aquatics Instructors:** American Red Cross Lifeguard or BSA Lifeguard certification recommended.

Responsibilities/Duties

- Prepare and deliver lesson plans/activities to youth in a well-planned, fun and engaging manner.
- Develop and write program curriculum for new and existing classes.
- Keep merit badge records, take roll and track attendance, and turn rosters into lead supervisors regularly.
- Assist Lead Instructors in monitoring inventory of class supplies and program equipment.
- Ensure proper set-up, usage, and clean-up of the facility, equipment, and docks.
- Report program/equipment concerns to supervisor immediately.
- Teach youth water, boating and paddle craft safety.
- Be a positive role model and mentor to youth participants.
- Enforce appropriate student-discipline procedures.
- Communicate thoroughly and effectively with other program staff and Lead Instructors.
- Participate in scheduled staff trainings throughout the year including 1 week of mandatory summer prep training in June.
- Be comfortable learning how to operate a Boston Whaler motorboat.
- Other duties as assigned by supervisor.

Pay Type

Hourly

Hours

June-August (Summer Camp)

*Maximum: 20-29 hours per week (Mon-Fri)

September-May (School Year)

*Maximum: 10-20 hours per week (Mainly Sat/Sun)

*Sat: Merit Badge & Aquatics *Sun: Sailing

Please email resume and cover letter to Jack Nguyen, Program Director at jackn@ocbsa.org