**Oakcliff Race Program and Operations Director**

Ultimately responsible for all regattas and training events at Oakcliff Sailing.

Daily activities include:

* Assisting and administering the day to day on the water operations at Oakcliff.
* Match Racing and Fleet Racing Regatta Management: Scheduling, posting, publishing, promoting and running of all regattas and seminars including everything from registrations software to damage deposit collection.
* Fleet Race Coaching on Wednesday nights and running of fleet racing Clinegattas
* Sailing as much as possible on inshore big boat regattas
* Assist in many administrative and promotional areas including: calendaring, office admin and management, housing scheduling, contracts, legal and finance
* Primary person on site for operations.

Skills Needed:

* Leadership skills required on a daily basis
* Coaching skills in all areas of racing – especially match racing
* Willing to continuously improve skills and qualifications as all Oakcliff Staff and Supporters and Trainees are asked to do: e.g. umpire, Captain’s. License, jury, race management
* Mad organizational skills
* Detail oriented
* Some coaching / teaching experience required.
* Computer literate
* Above average writing and editing skills

Summer Schedule:

* Mondays OFF
* Tuesday’s 12 pm to 5 pm
* Wednesdays 9am to 9 pm
* Thursdays: 9 am to 9 pm
* Friday 9-5 with some corporate social requirements
* Saturdays and Sundays as needed but usually 9 am to 6 pm

A fair amount of manual labor will be expected:

* Weekly regatta and training operation – everything from ensuring the marks are blown up to the ribs field up, boats equalized and curriculum prepared.
* Cleaning of boats, helping with all aspects of the shop and yard operations – composite, engine, rigging, winches, etc. etc.

Oakcliff Graduates Prefered

Reports to: Executive Director

Salary – commiserate to experience.