



2024 KEELBOAT INSTRUCTOR & ASSISTANT ONBOARDING

(FOR VOLUNTEERS AND PAID STAFF)

APPLY

- Submit an Application Through Ultracamp**
- Authorize a Background Check in UltraCamp**
- Monitor and respond to email to schedule interview**
- Complete an interview** (may be waived for returning instructors)

ONBOARDING

- ACCEPT DEPUTY INVITE**

You will receive the invite via sms text and email. Complete your personal information so we can pay you. You must accept, AND login. Please enable notifications, otherwise you will not get schedule updates! Deputy smartphone application is where you clock in/out and record your hours, see shifts, and mark unavailability.

 - Install application on phone, and login
 - Enable notifications
 - Submit known unavailability in app -> regattas, vacation, out of town, etc.

- SUBMIT PAPERWORK THROUGH ULTRACAMP**

Login > My Account > "Incomplete Tasks". Please note that tasks may remain incomplete until reviewed by office staff. Tasks will be updated for the current year and reminders sent by email. We must annually recollect this information and unfortunately cannot reuse past year's submittals.

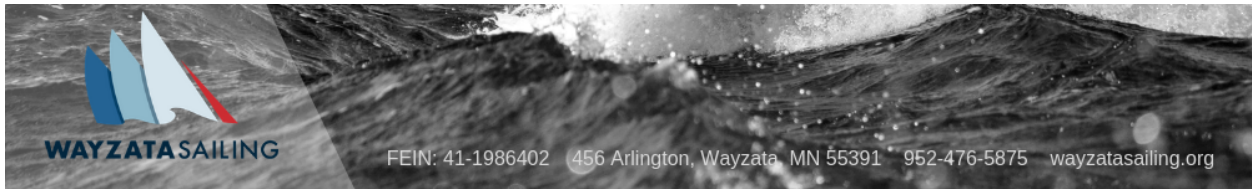
 - Required for all Instructors and Assistants:**
 - [SafeSport](#) [FREE]**

1 hour, free, online training, taken at your own pace / save-able. Focuses on safe sport practices, athlete communications, abuse prevention, and protection of vulnerable folks.
 - [CDC HeadsUp Concussion](#) [FREE]**

Free state mandated training for all youth sports instructors, coaches, etc. 30 minute online training, taken at your own pace.
 - [CPR/FA/AED with an in-person component](#) [PROVIDED DATES FREE]**

A valid First Aid, AED, and CPR Certification with an in-person component. Any [U.S. Coast Guard approved provider](#) will work, however Red Cross or American Heart Association are typically the easiest.

 - Signup for free WS sessions [HERE](#) - sessions are limited!
 - Please note that some sessions are for *refresher courses* - any current certification will work



Required to receive pay

[2022 W-4](#) [FREE]

Required to be an Instructor:

[Instructor Certification](#)

Local opportunity: BKI [5/17-5/19 @ Wayzata Sailing](#) [as of 4/8/24 there are 3 open spaces]

Directly affect pay scale. Costs of Basic Keelboat certification are reimbursed by Wayzata Sailing following successful completion of course, and your submittal of receipts. Receipts must be received during the calendar year the certification are taken & completed. We are unable to reimburse: us sailing memberships, travel, late registration fees, incomplete courses, or physical book fees.

2024 PAY RATES

Wayzata Sailing utilizes a pay scale to fairly compensate hourly employees. To encourage safety, education processes, and increased training - pay scales are primarily based on current education and experience working with education or camp environments. A certain number of staff certifications on site are a REQUIREMENT as an Accredited Community Sailing Center, and we are not able to be flexible on this requirement.

The following schedule is in effect across all hourly WS positions and rates are adjusted annually. A Basic Keelboat Certification may be substituted for any level of small boat training and acts as an additional level of certification in the scale. Experience is defined as full time employment for a full season or relevant teaching experience. Junior Instructor Experience may or may not qualify for Experience depending on hours/seasons completed.

Certification Levels:

Relevant certifications with commensurate hours may be substituted for US Sailing levels, however these may still be necessary for employment.

- | | | | |
|--------------------------|-----------------------|-----------------------------|--|
| <input type="checkbox"/> | Certification level 1 | 30+ hours relevant training | <i>One completed certification: eg. SBI 1 or BKI</i> |
| <input type="checkbox"/> | Certification level 2 | 46+ hours relevant training | <i>Two completed certifications</i> |
| <input type="checkbox"/> | Certification level 3 | 60+ hours relevant training | <i>Three completed certifications</i> |

2024 Pay Scale:

Raises or bonuses are subject to completion of goal setting/review.

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Junior Instructors | \$0/Hour |
| <input type="checkbox"/> | Starting wage without Certification or Experience | \$15/hour |
| <input type="checkbox"/> | Wage with JI Experience only | \$16/hour |
| <input type="checkbox"/> | Wage with Certification Level 1 and/or Experience | \$18/hour |
| <input type="checkbox"/> | Wage with Certification Level 1 and Experience | \$19/hour (typical staff placement) |
| <input type="checkbox"/> | Wage with Certification Level 2 and Experience | \$20/hour |
| <input type="checkbox"/> | Wage with Certification Level 3 and Experience | \$21/hour |