



## 2024 INSTRUCTOR & ASSISTANT GUIDE

(FOR VOLUNTEERS AND PAID STAFF)

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### APPLYING FOR A POSITION

- Submit an Application Through Ultracamp**
  - Instructor & Assistants Application (Ages 17+) (Paid and Volunteer)**

New applicants: *Make your own account, do NOT use your family/junior account*  
Returning staff: *Use your personal account. Message me if you need a password reset!*
  - Junior instructors (Ages 13+)**

You are welcome to use your family account (as Ultracamp is set to 18+ for account ownership). This is your pathway from Junior Sailing into an employment role. Volunteer and train as an instructor in the morning, racing and building sailing skills in the afternoon. We expect continued growth and involvement inside programming as part of your training.
  
- Authorize a Background Check in UltraCamp**

Login > *top left menu / triple bar icon* > Document Center > Background Check (button)
  
- Monitor and respond to email to schedule interview**
- Complete an interview**

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### FOLLOW UP & OFFERS

- If you do not receive a response within 2 weeks of your interview, please email [matthew@wayzatasailing.org](mailto:matthew@wayzatasailing.org)**

All interviewees receive a response. We're not in the business of ghosting!
  
- Respond before the deadline listed in agreement/email**

Please respond, your feedback helps us create positions you can accept.

  - Accepting the position and Requirements::**

Email signed contract to [matthew@wayzatasailing.org](mailto:matthew@wayzatasailing.org) before the deadline.  
Replying to the email with written acceptance is ok, on request.
  
  - If you need an extension OR to decline the position:**

Email [matthew@wayzatasailing.org](mailto:matthew@wayzatasailing.org) before the deadline.

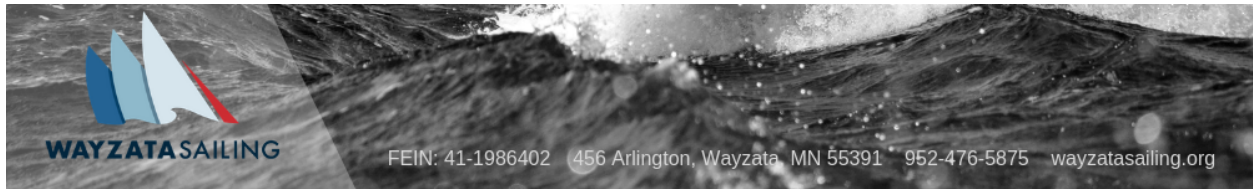
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### UPON ACCEPTING A PLACEMENT

- Accept Deputy invite, login, and enable notifications**

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.
  
- Complete and submit your required certifications/Documents through UltraCamp**

Login > My Account > "Incomplete Tasks". Please note that tasks will remain incomplete until reviewed by office staff.



### TRAINING / SAFETY REQUIREMENTS [PAPERWORK AND SUBMITTALS]

Required certifications & paperwork must be submitted through your [UltraCamp](#) account prior to your first day. Your required submittals will be visible and uploaded under "Incomplete Tasks" inside your account. Please only upload a single instance, an Admin must review them before ultracamp will mark them as completed.

#### **REQUIRED FOR ALL INSTRUCTORS & ASSISTANTS:**

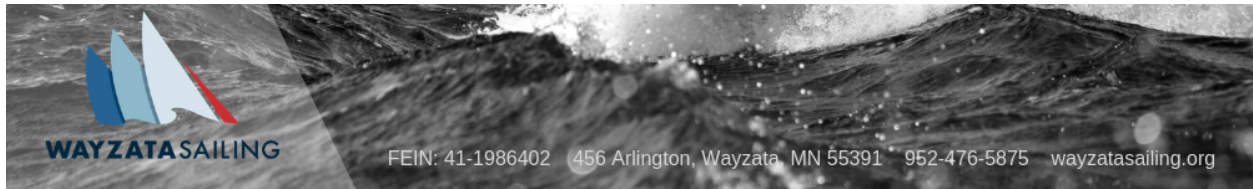
- [SafeSport \[FREE\]](#)  
1 hour, free, online training, taken at your own pace / save-able. Focuses on safe sport practices, athlete communications, abuse prevention, and protection of minors.
- [CDC HeadsUp Concussion \[FREE\]](#)  
Free state mandated training for all youth sports instructors, coaches, etc. 30 minute online training, taken at your own pace.
- [CPR/FA/AED with an in-person component \[COVERED COST ONLY ON PROVIDED DATES\]](#)  
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.
- [Authorize your Background Check in UltraCamp \[FREE\]](#)  
Login > top left menu / triple bar icon > Document Center > Background Check (button)

#### **ADDITIONAL REQUIREMENTS FOR PAID INSTRUCTORS & ASSISTANTS:**

- [2022 W-4 \[FREE\]](#)  
Complete this form. If it's new, ask your mom (particularly if you still file taxes with them)
- [2022 I-9 \[FREE\] \[Submittal In person with office\]](#)  
Employment Eligibility Verification. Page 3 lists the acceptable documents.
- [NASBLA/Safe Boating \[\\$30 - Nonreimbursable\]](#)  
Most other states are ok, look for little NASBLA compliant logo, certification does not expire. Online, at your leisure.

#### **ADDITIONAL REQUIREMENTS FOR LEAD INSTRUCTORS & CERTAIN POSITIONS:**

- [US Sailing Instructor Certifications](#)  
Directly affect pay scale. Costs of these certifications, *if required*, 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 was taken. We are unable to reimburse: memberships, travel, late fees, or physical book fees.
  - [Basic Keelboat Instructor](#)  
local option: [5/17-5/19 @ Wayzata Sailing](#)
  - [Small Boat Level 1 Instructor](#)  
Requires online component prior to attendance, in addition to a 3 day in person session.  
Local Option: [5/25 - 5/27 @ Wayzata Sailing](#)  
Local Option: [5/31 - 6/2 @ Wayzata Sailing](#)
  - [Small Boat Level 2 Instructor & Small Boat Level 3 Coach](#)  
Courses scheduled and reimbursed upon hiring, interview, and request.



**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: eg. SBI 1-2 or SBI 1 &amp; BKI</i>      |
| <input type="checkbox"/> | Certification level 3 | 60+ hours relevant training | <i>Three completed certifications: eg. SBI 1-3 or SBI 1- 2 &amp; BKI</i> |

**2024 Proposed Pay Scale:**

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

- |                          |   |                  |                                  |
|--------------------------|---|------------------|----------------------------------|
| <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"/> | <b>Wage with Certification Level 1 and Experience</b> | <b>\$19/hour</b> | <b>(typical staff placement)</b> |
| <input type="checkbox"/> | Wage with Certification Level 2 and Experience        | \$20/hour        |                                  |
| <input type="checkbox"/> | Wage with Certification Level 3 and Experience        | \$21/hour        |                                  |
| <input type="checkbox"/> | Merit based raises                                    | + \$2 per hour   |                                  |