

Teach Sailing - 2019

Hoofer Sailing Club, University of Wisconsin-Madison

About Us

The Hoofer Sailing Club and the University of Wisconsin-Madison are located in the heart of Madison, Wisconsin, on the shores of scenic Lake Mendota. The Hoofer Sailing Club is part of the Memorial Union and located right next to "The Terrace"—the University summer hangout where friends meet for ice cream, conversation, live music and dancing. The Hoofer Sailing Club and the Memorial Union Terrace are definitely the place to be during summers in Madison.

Established in 1939, Hoofers is an organization comprised of six outdoor recreation clubs. The sailing club is one of the largest and most active inland sailing clubs in the country, enjoying 25 square miles of Lake Mendota. Hoofers owns a wide range of sailing equipment including approximately 80 sailboats and 40 windsurfers. Among them are Badger Tech dinghies, Lasers, Bytes, Scows, Sloops, 420s, J-22s, J-24s and large keelboats designed for cruising or racing. The club also operates a winter kiting program for fun during the winter months!



"The purpose of the Sailing Club shall be to promote sailing at the University of Wisconsin-Madison by providing the organization, equipment, instruction, and financing necessary to encourage recreational and competitive sailing."

~Hoofer Sailing Club Constitution

There are approximately 1200 university students, faculty, staff and Union members in the club each year, including a high number of international students. In addition to regular club members, Hoofers instructs over 300 youth aged 10-18 through the Hoofer Youth Program. Membership dues are seasonal (Spring, Summer, Fall, or annual) with annual rates as low as \$275. These memberships include **unlimited instruction** as well as **unlimited use of equipment** on which sailors have achieved ratings. The Hoofer Sailing Club is run by a Board of Captains and led by the Commodore, an elected University of Wisconsin student. The club operates year-round depending on the weather but during our peak season from June 15 to August 15, approximately 120 lessons and multiple youth sessions are offered *each week* by our staff of about 100 volunteer and paid, part-time and full-time instructors. In addition to instruction the club offers racing, special events, and lots of socials that you are encouraged to participate in and promote!

Thank you in advance for your interest in helping make Hoofer Sailing the best sailing club in the nation!

Dave Elsmo
Sailing Program Manager

Application Procedure for 2019 Sailing Instructors

Checklist of Application Requirements

1. Each applicant must complete and return the *New Instructor Application Form* by **4:30 p.m. on February 13th**
2. New applicants must take a written exam to be held on **February 15th from 6:00-8:00p.m. at Memorial Union**
3. Selected applicants will be e-mailed to set up a an interview by **Sunday, March 8th**

The Application

All applicants shall complete and return the application form by the due date. If additional space is needed, new instructors may also submit a resume. Applications can be mailed in or sent by email to the Sailing Program Manager.

The Exam

Applicants must take a short, written exam, which will be held on the aforementioned date. If approved in advance, a make-up exam may be taken. The exam will test fundamental sailing knowledge including sailing terms, wind theory, effective landing and launching, righting a boat, weather helm, and more. The format will be fill-in-the-blank and short-answer and will take approximately 30-45 minutes. A review of basic sailing information is recommended. Hooper and U.S. Sailing Manuals may be purchased or borrowed from the Outdoor UW Office or reviewed online (www.hoofersailing.org) to aid in your preparation. The results of the exam are used to help determine candidates for instructor interviews.

The Interview

Interviews are scheduled based on the strength of your application and results of the exam. The interview is 30 minutes in length and consists of two parts. The first part includes general questions about your background and interpersonal skills. The second portion is a 10-minute practical teaching assessment, where you will be asked to demonstrate your ability to teach a basic sailing concept (such as upwind sailing or tacking) to one or two of your peers. Professional appearance is encouraged for the interview but does not need to be formal.

Out of Town Applicants – Including International Applicants

If travel to Madison is not feasible for the exam or interview, contact the Sailing Program Manager in advance to make special arrangements (such as a phone-call interview). Submitting the application early, including a resume, and making testing/interviewing arrangements well before the deadline is especially helpful in these circumstances.

May-September Application Process

Applications are accepted after the application deadline and throughout the sailing season. Individuals with extensive sailing experience may be contacted when additional instructors are needed as determined by the Sailing Program Manager. Several new instructors are often hired at the beginning of the Fall Season (Sept 1) so turn in an application to start the process and check in frequently with the Sailing Program Manager over the course of the season.

Questions?

If you have any questions about the job or the application process, contact the Sailing Program Manager by email at headofinstruction@hoofersailing.org or call the Outdoor UW office at 608-262-1630. Further information is available at www.hoofersailing.org.

Hoofer Sailing Club

Instructor Position Description—Volunteer and Paid

General information: The Hoofer Sailing Club is an equal opportunity employer. We seek to maintain diversity in our instruction staff in an effort to better serve the membership. **International students are encouraged to apply.** Employees must abide by the policies of the Hoofer Sailing Club instruction department. These policies are outlined in the Hoofer Sailing Club *Instructors' Manual*. Eligibility for Union Membership and the ability to be a Hoofer Sailing Club member in good standing are prerequisites. Positions are considered Seasonal and will terminate upon the conclusion of a season.

Approximate work dates: (You may apply for any combination of these seasons):

Spring: April 22 - May 31 (only returning instructors generally teach)

Summer: June 1 - August 25 (peak summer season is June 13 – August 17)

Fall: Aug 26 - October 31st

Hours: Instruction hours include weekend, evening and daytime hours. Instruction is offered from approximately 9 a.m. until sunset every day. Highest instruction demand is for evenings and weekends. Scheduling of work hours is quite flexible. Volunteer instructors may teach as little as 6 hours/week. Paid part-time instructors are expected to work about 12-20 hours per week and full-time instructors are expected to work 25-40 hours/week. There are bi-weekly instructor development meetings for our instructors which also facilitate communication and training with staff. You must also attend our Instructor Training Weekend unless otherwise cleared by the Sailing Program Manager.

Required skills and abilities: Instructors must be competent sailors on beginning boats or introductory windsurfers and be able to teach practical skills and sailing theory to beginning sailors including adults. Instructors should be enthusiastic, patient, work well with others and have strong communication skills – including basic English skills. Youth instructors are expected to display enthusiasm and creativity when working with youth. Instructors must be able to adapt to meet the individual needs of lesson participants. Instructors must manage time well and always be on time for lessons, training and meetings. Those who are qualified may teach at an intermediate or advanced level, or hold leadership positions. Instructors are expected to develop skills all summer using the instruction offered at Hoofers. Youth instructors are requested to turn in a copy of current CPR and first aid certification before beginning to teach; training may be provided.

Volunteer Instructors: Volunteer instructors are hired to teach sailing using the same hiring criteria as those used to hire paid instructors. If your teaching availability is for a very limited period or for a special topic, contact the Sailing Program Manager.

Student Status: Anyone enrolled at UW-Madison, another College or University or high school for the summer or fall semester may be considered for student employment. Non-students are encouraged to apply, though may be considered for a volunteer position in his/her first year.

Training: Both mandatory and optional training sessions are scheduled for instructors. This includes the first training weekend (late April or early May), CPR, first aid and fleet orientation. Throughout the season instructors are expected to further develop their sailing and/or racing skills and ability to teach on additional fleets to increase future hiring potential. Instructors are encouraged to document their sailing hours for use towards national certifications.

Evaluations: The performance of instructors will be evaluated during the season by the senior instruction staff.

Compensation: A Hooper Sailing Club base membership is provided to all instructors (volunteer and paid) during their active employment, although payment of a Hooper Council fee is required. The hourly wage for paid instructors starts at \$9.15. Instructors with significant experience or certification in instruction may earn a higher rate.

Instruction Leadership Positions: The Sailing Program Manager appoints instructors (generally staff with previous leadership experience) to instruction leadership positions including Hooper Youth Program Director and Assistant Head of Instruction.

Dismissal: The dismissal policy will be outlined in the Hooper Sailing Club Instructors' Manual.

Revised by D. Elsmo 11/9/18

Hoofer Sailing Club

2019 Instructor Selection and Training Schedule

(Applicants should keep this schedule)

February 13th	Wednesday 4:30 PM	Job applications due at OutdoorUW at the Memorial Union. Applications can also be e-mailed to headofinstruction@hoofersailing.org , but a hardcopy is preferred.
February 15th	Friday 6 PM – 8PM	Instructor exam for all new applicants. Memorial Union.
February 18 th – 22 nd	All Week 10 AM - 5PM	Selected applicants will receive an e-mail with instructions of the procedure for setting up an interview.
March 2 nd	Saturday 9 AM-6 PM	Interviews for new instructors, Memorial Union. Check Memorial Union's "Today In the Union" for location. See note for out-of-town applicants on "Application Procedure" page.
March 8 th	Tuesday	Letters received in e-mail by interviewee giving results.
May 15 th	Wednesday	Target date for first lessons (if the club is ready). Only returning instructors may teach before the instructor training weekend.
April 20 th -21 st	Saturday/Sunday 9 AM-5 PM	Instructor training.

Summers in Madison...

Housing: During summer months, many of the 40,000 University of Wisconsin students leave Madison, allowing for inexpensive summer – (check www.civc.wisc.edu for housing info)

Climate: Average summer high temperature, 80; Average low, 56; Average annual wind speed, 9.6 mph

Transportation: Downtown parking is expensive and hard to find, but Madison does boast an extensive system of bus and bike routes throughout the downtown area.

Recreation/Activities: Bike paths, numerous parks, extensive lakes and diverse land formations, including challenging rock climbing at Devil's Lake (40 miles north), are some of the characteristics that allow many people to enjoy the Madison area, including the UW-Madison campus. As the State Capital of Wisconsin, Madison has much to offer including concerts, festivals, sports, shopping (State Street) and nightlife. See www.visitmadison.com for more information and event listings.

Instructor Life: A typical day for a summer sailing instructor might include teaching one or two youth sessions (starting at 9:30 a.m. and again at 1:30 p.m.), taking a break to play or learn on boats you'd like to sail, then teaching a 3-hour adult class starting around 5 p.m. Part-time instructors might opt to take a UW-Madison morning class or two, or carry another job, and just teach in the evenings and on weekends. Instructors usually form close bonds and will often make time to eat, play and socialize together after the sun sets on a wonderful day on the water. Hooper alumni often report that their time with Hoopers was one of the most enjoyable periods of their lives with friendships or partnerships that have lasted a lifetime.

Overall, Madison is an excellent place to have outdoor fun with your friends. If you have additional questions or want more information, e-mail headofinstruction@hoopersailing.org or call the Sailing Program Manager at 608-262-1630. *Welcome to summer fun in Madison.*

Revised by D. Elsmo 11/9/18

Hooper Sailing Club www.HooperSailing.org

Hooper Sailing Club 2019 Instructor Application Form

Name _____ Are you 18 or older? _____

Are you a student? _____ School _____ Expected graduation date _____

Campus address _____ City _____ State _____ Zip _____

Permanent address _____ City _____ State _____ Zip _____

Home Phone number _____ Mobile number _____

Work number _____ Email address _____

Emergency contact (name, relationship, phone) _____

1. You may apply for part-time volunteer (6 hours/week minimum), part time (12-20 hours/week) or full time (25-40 hours/week) positions for each of three seasons. Any combination is OK.

Write below	Full/Part/None	Write: Yes/No
Spring: (rehires only) April 22 - May 31	_____ _____	Volunteer Applicant: _____
Summer: June 1 - August 25	_____ _____	Paid Applicant: _____
Fall: August 26 - October 31	_____ _____	I am available most weekends: _____
Additional languages spoken: _____		

2. Complete the table below entering the boat type and the amount of experience you have in each role on the boat. Be specific. Include the following information: **Craft Type, Crewed, Skipped, Raced and Instructed**

Example 1: 420s, crewed 15 regattas, skipped 2 times, raced 5 times, never taught.

3. Fleets you desire to teach at Hoopers: _____
4. Which years, if any, have you been a Hooper Sailing Club member? _____

5. List sailing related courses or certifications completed, including those from Hoofers, US Sailing and US Coast Guard.

6. List safety courses completed (include First Aid, CPR and Lifesaving), certifying organizations, and certification dates.

7. List other major time commitments for the coming season (including work, activities, school, travel, etc.). Note that the highest demand for lessons are in the late afternoons, evenings and weekends.

8. What teaching experience do you have (include general, youth and sailing)?

9. Why do you want to become a Hooper Sailing Instructor?

10. List applicable skills, reasons why you want the above positions and why you will do well. If you are interested in any additional leadership roles please specify here!

11. List two recent employers. If you have taught sailing before, please include the organization you worked for.

List company name, supervisor's name, dates employed, phone, your duties

1. _____

2. _____

12. List two personal references. Please do not list relatives.

1. Name _____ Email _____

Phone Number(s) _____ Relationship _____

2. Name _____ Email _____

Phone Number(s) _____ Relationship _____

13. Please read, sign and date:

I certify that all the information on this form is true. I understand that giving false information is grounds for dismissal. I give authorization to contact the references and/or employers listed above.

Name _____ Date _____

RETURN COMPLETED FORM TO:

Hoofer Sailing Program Manager

**800 Langdon Street
Madison, WI 53706**

**** DUE 4:30 PM, Wednesday, FEBRUARY 15th,**

See www.HooferSailing.org for additional info.

Office Use Only:

Date received _____

Clerk: _____

Revised by D. Elsmo 11/9/18