



HRCS Internship Information Meeting

Agenda

1. Welcome and Introduction of Chris Green, Internship Coordinator
2. Junior Educators
3. Office/Waterfront Intern
4. Apprentice
5. Outside Opportunities
6. Q & A

Junior Educator (OWI)

Reports to: Chris Green

Prerequisites: Must have completed Sail Academy

Summary

Once you gain the basic “leader mindset”, Junior Educators then begin putting their skills to practice working with a HRCS instructor in the planning and delivery of our City Sail summer program. Teaching in small groups, you will learn skills and tricks for teaching basic sailing skills as well as student supervision and management. Junior Educators are regularly evaluated by the professional instructors, and take part in daily preps and debriefs along with the other City Sail staff.

Responsibilities/Skills Gained

Teaching Skills	On-Water Skills	Safety
<ul style="list-style-type: none">○ Establishing Norms○ Forming/Evaluating Objectives○ Leadership styles○ Professionalism○ Accountability/Supervision○ Communication: Active Listening○ Behavior Management and Discipline techniques○ Age Group Characteristics○ Role-Plays	<ul style="list-style-type: none">○ Group management - assigning roles, spatial awareness on boat○ Operating the dinghy○ Boat binders/boat checklist○ Tide/current○ Rigging/De-rigging○ Safe tacking/gybing○ Mooring	<ul style="list-style-type: none">○ Emergency Procedures○ Man Overboard○ First Aid○ Outboard operation○ VHF Use○ Right of way○ Anchoring○ Troubleshooting/Basic Repairs

Qualities and Skills:

- Works well as part of a team
- Punctual
- Organized
- Friendly and courteous
- Strong written and oral communication skills

Schedule

- Two five-week summer sessions; Session 1: June 23-July 25, Session 2: July 28-August 29
- 5 weeks overall - 1st week with Internship Coordinator, next 4 weeks shadowing instructors
- Monday-Friday, 830am-430pm
- Occasional weeknight and weekend commitments
- Does not impact participation in First Mates

Compensation: Junior Educators receive a stipend for transportation and food.

Application Process

1. Submit Application to Chris Green (cgreen@hudsonsailing.org) by March 21st
2. Interviews for applicants will be held the weeks of March 31 and April 7
3. Applicants will be notified the week of April 28
4. Accepted Junior Educators will meet the week of May 26

Office and Waterfront Intern (OWI)

Reports to: Chris Green

Prerequisites: Must have completed 1 year of First Mates

Summary

Building on your leadership and teaching skills, students focus more specifically on learning customer service, organization, responsibility, and office skills through working with staff in the office and at the dock. There is also a track for students interested in boat maintenance and repair, working closely with our operations director. As a paid position, students must fill out employment paperwork, keep a timesheet, and take greater responsibility for their work. The internship gives students a broader understanding of real-world job skills and develops a greater sense of responsibility and organization.

Responsibilities/Skills Gained

Office	Waterfront
<ul style="list-style-type: none">• Customer service in person, over the phone, via email• Customer in-take and processing - welcome, waiver, tour, HRCS description/mission, PFD fitting• Proper VHF use and monitoring• Monitor online weather information, relay to staff• Use of gmail, google drive, google calendar• Use of timesheet, expense report• Use of Quikbooks and processing expense reports• Online marketing• Use of Excel, Word• Use of social media	<ul style="list-style-type: none">• Safe dinghy driving• Dinghy customer service• Proper VHF use• Basic engine repair• Rope whipping/splicing• Maintenance assessment• Inventory assessment• Dock/waterfront management• Hardware maintenance• PFD fitting• Bottom/topside/deck sanding/painting• Sail inventory/replacement• Basic epoxy repair• Boat House Maintenance

Qualities and Skills:

- Organized
- Friendly and courteous
- Strong written and oral communication skills
- Punctual
- Works well as part of a team

Schedule

- April - New OWI training - OWIs rotate through training in the office, on the dock/dinghy, in the shop, and at the yard
- May - October - OWIs spend 6 weeks working in the office or waterfront, then switch every 6 weeks
- Spring/Fall: 5-10 hours/week, mostly Fridays, weekends; Summer: 20-30 hours/week, weekends and weekdays/weeknights
- Must be available all or most of the summer
- Requires some night and weekend time
- Does not impact participation in First Mates

Compensation: Pay will be minimum wage, or slightly above.

Application Process

1. Submit Application to Chris Green (cgreen@hudsonsailing.org) by 3/7
2. Interviews for applicants will be held the weeks of March 10th and March 17th
3. Applicants will be notified the week of March 31
4. Training will begin the week of April 7

Apprentice

Reports to: Chris Green

Prerequisites: Must have completed 2 years of First Mates. Experience as an OWI is preferred.

Summary

As the culmination of their internship training, students lead public adult lessons with the aid of an HRCS instructor. Instructors evaluate students and provide specific feedback on performance and improvement. Students are able to add hours to their sea time log, part of the process of securing a US Coast Guard license. Students interested in continuing on the boat maintenance track may do so on a more independent basis. This is the penultimate step towards finding a job in the maritime industry as well as other fields.

Skills Covered

<ul style="list-style-type: none">• Preparing oneself and gear for the lesson• Filling out the Float Plan and Boat Checklist• Welcome and Lesson Introduction• Skill Pre-assessment• Boat Tour and establishing comfort• Safety briefing• Basic rigging• Steering a straight line	<ul style="list-style-type: none">• Sail Trim• Right of way• Providing student feedback• Mooring Departure and Return• Lesson debrief and review with students• Student learning next steps - what lesson should they pursue next?• Lesson self-evaluation with instructor• Continued development of boat maintenance skills
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Qualities and Skills:

- Confident and competent student-sailor
- Friendly and courteous
- Punctual
- Effective communicator
- Works well as part of a team
- A desire to help others learn

Schedule

- April/May - Apprentices begin by volunteer shadowing an instructor on public sails for 15 hours
- May/June - Apprentices then begin leading various parts of the lesson - such as the On-land lesson introduction, the on-water safety introduction, rigging, steering/sail trim - and are evaluated
- July/August - Apprentices take the lead on more of the lesson depending on how well they do
- Apprentices are striving to be able to lead an entire 2-3 hour lesson with minimal instructor assistance
- Spring/Fall: 5-10 hours/week, mostly Fridays, weekends; Summer: 20-30 hours/week, weekends and weekdays/weeknights
- Must be available all or most of the summer
- Requires some night and weekend time
- Does not impact participation in First Mates

Compensation: Pay will be minimum wage, or slightly above.

Application Process

1. Submit application to Chris Green (cgreen@hudsonsailing.org) by 3/7
2. Interviews for applicants will be held the weeks of March 10th and March 17th
3. Applicants will be notified the week of March 31
4. Accepted Apprentices orientation will occur the week of April 7