



Dear Sailing Instructor-in-Training (S.I.I.T.) Applicant:

We are pleased you have expressed an interest in our S.I.I.T. program which is designed for teens, **13 years of age or older**, who want to further develop their leadership and communication skills as well as gain experience in planning sailing lessons and games for youth.

Acceptance into this program is based on an application and interview process. Selected S.I.I.T.s will be assigned to an Instructor and a group of children and be given a list of tasks to complete during the class session. To be considered for an interview for the summer S.I.I.T. program, you must first complete the attached application and submit it to the Wolfeboro Parks and Recreation Department either electronically at parksdirector@wolfeboronh.us or mail to PO Box 629 Wolfeboro, NH 03894.

Selected applicants must commit to a set schedule with some flexibility and attend training.

Sincerely,

Christine Collins
Director, Parks and Recreation



Wolfeboro Parks and Recreation SIIT (Sailing Instructor-in-Training) Application

First Name:		Last Name:
Street Address:		City, State, ZIP:
Home Phone:		Cell Phone:
Parent/Guardian #1 Name:	Parent/Guardian #2 Name:	Parent/Guardian Cell Phone:
Gender:	Date of Birth:	Email:
School:	Grade:	T-Shirt Size:

Have you ever been a S.I.I.T. before? Circle: Yes / No If so, when and where? _____

Why do you want to be a S.I.I.T.? _____

Describe all of your experience in dealing with children: _____

Do you have any special skills (speaks another language) or talents that may be useful in being a S.I.I.T.?

Do you have any experience sailing? YES / NO

If yes, what type of boat did you sail? _____

Are you comfortable being in and/or on the water for extended periods of time? YES / NO

How would you consider your ability as a swimmer? Weak / OK / Strong / Very Strong

Please list two references (not including family members – include names and phone numbers):

1. _____

2. _____

I certify that the above information is true. I understand that selection into the S.I.I.T. program is based on this application and an interview.

Signature: _____

Parental or Guardian Signature required if under 18 years of age:

Parent or Guardian

Sailing Instructor-In-Training Rules of Conduct

Sailing Instructor-in-Training agrees to:

- Stay with assigned group at all times unless otherwise stated by the sailing instructor. If on an assigned task, SIIT shall not deviate from task for personal
- Maintain personal care and wear appropriate camp attire.
SIIT's arriving to program without appropriate attire will be asked to leave the site.
- Never be alone with children.
- Respect others in what you say and do. SIIT's shall never use inappropriate language while in the vicinity of the site.
- Refrain from using a cell phone during program hours. SIITs may keep a cell phone on their person, in the vibrate or silent position. SIITs found using a cell phone for any reason during program hours will immediately forfeit their right to carry the cell phone. Confiscated cell phones will remain with the sailing director until the end of the day, when a parent/guardian may pick up the phone. SIITs needing to make an emergency phone call during the day will have access to a site phone under the directors supervision.
- Greet parents and children at the beginning of the day and acknowledge them at departure.
- Be involved and engaged.
- Never use physical punishment, restrain or force on a participant.
- Take care of personal belongings & keep belongings out of participants.
- Use equipment and supplies in a safe and appropriate manner.
- Teasing and bullying are not tolerated and are grounds for termination for counselors in training. Observing bullying and not communicating it to the director is just as bad as doing the bullying yourself.
- Never say or do anything that campers might perceive as teasing and/or bullying.
- Create a safe and fun environment.
- Notify the director if a child is injured...this includes broken or lost teeth, bruises, and cuts. SIITs are not permitted to administer any first aid.
- Report problems to supervisors concerning participants and staff and use appropriate chain of command.
- Chain of command for all camp issues, from staff issues to participant issues is as follows: Staff, Sailing Director, Assistant Parks and Recreation Director, Parks and Recreation Director, Town Manager.

I have read & understand the chain of command-_____

Grounds for Immediate Dismissal:

- Bringing a weapon to camp
- Intentionally harming yourself or causing injury to another child or staff member
- Vandalizing the property of the facility, staff or other participants
- Stealing items from the facility, staff or other participants
- Displaying inappropriate behaviors repeatedly
- Failing to comply with the Rules of Conduct
- Failing to display appropriate respect to authority figures on site

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable sailing experience for everyone.

Counselor in Training's Name (please print)_____

Signature of SIIT _____ Date_____

Signature of Parent/Guardian_____ Date_____

S.I.I.T PROGRAM

TITLE: Sailing Instructor in Training

DEPARTMENT: Recreation

EFFECTIVE DATE: June 1- August 31

REPORTS TO: Sailing Director

SALARY LEVEL: Community Service

POSITION SUMMARY:

Sailing Instructor-in Training (S.I.I.T's) will work closely with the sailing director to assist in the running of the sailing programs. This is an excellent opportunity to gain valuable experience. S.I.I.T.'s must attend a CPR/First Aid either June 17th or June 19th during the day- must sign up, All Staff Training, and Summer Kick Off – June 24th

RESPONSIBILITIES:

- Assist with the implementation of programs.
- Support the instructors with the supervision of participant's safety.
- Commit to a schedule with the Sailing Director.
- Actively participate in staff training and meetings.
- Encourage positive self-esteem of participants.
- Enthusiastically participate in all sailing programs.

QUALIFICATIONS:

- An outgoing, positive attitude
- Ability to maintain safety and discipline in a fun and positive way.
- Ages 13-16

BENEFITS:

- Earn community service hours for graduation, honor society, and/or college applications (this is a volunteer opportunity).
- Receive feedback for your work with staff, parents, and participants
- Develop your leadership skills
- Gain hands-on experience working with people
- Reference Letter for future employment
- Successful completion of this program could potentially lead to a part-time/full-time position with the sailing program.