



Program Supervisor – Assistant Head Sailing Coach

City of Lake Forest

Contact Name: Leah White

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Closing Date:

Salary: \$52,061 - \$74,675

Description:

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Are you passionate about sailing, coaching, and helping sailors grow? The City of Lake Forest is seeking an energetic Program Supervisor - Assistant Head Sailing Coach to help lead Lake Forest Sailing's community programs, youth racing teams, rentals, regattas, clinics, and special events. Lake Forest Sailing is a U.S. Sailing Certified Community Sailing Center focused on growing the sport and helping sailors reach their full potential. This full-time role works closely with the Lakefront Program Manager and Head Sailing Coach to support program planning, coaching, staff supervision, waterfront operations, and continued program growth.

With coach boats, prams, Optis, ILCAs, 29ers, C420s, small keelboats, and recreational watercraft, Lake Forest Sailing offers a dynamic environment for someone who loves coaching, thrives on the water, and wants to help shape the future of a nationally recognized community sailing program.



Examples of Duties

- Assist with planning, coaching, and supervising community sailing programs, youth racing teams, rentals, regattas, clinics, and special events
- Coach and support race team participants while promoting a positive, safe, and welcoming sailing environment
- Recruit, train, schedule, supervise, and support seasonal sailing staff, dockhands, race coaches, and volunteers
- Coordinate youth racing logistics, seasonal training, travel, and race-related operations in partnership with the Head Sailing Coach
- Support Sailing Center operations, including equipment, supplies, rentals, facility use, setup, and maintenance coordination
- Assist with program budgets, purchasing, records, participation tracking, and program evaluation
- Respond to participant, parent, and patron questions or concerns in a timely and professional manner
- Help promote and grow Lake Forest Sailing through community engagement, marketing support, staff development, and program improvement
- Support citywide and department special events as needed

Qualifications

- High school diploma or GED required; bachelor's degree preferred
- Experience teaching, coaching, or supporting sailing programs required; previous youth sailing coaching experience strongly preferred
- U.S. Sailing Level 1 Instructor certification required; Level 2 or Level 3 certification preferred
- SafeSport certification required, or ability to obtain
- Additional U.S. Sailing certifications, including Instructor Trainer, Powerboat Instructor, or advanced Keelboat training, preferred
- Strong communication, leadership, organization, customer service, and problem-solving skills
- Ability to train, motivate, supervise, and support seasonal staff and volunteers
- Ability to work effectively with participants, families, staff, community organizations, and other City departments
- Ability to travel frequently, tow trailers, and work weekends, after-school hours, and seasonal peak periods, especially during the March through November sailing season
- Valid driver's license required
- CPR, AED, and First Aid certification required within 90 days of hire and must be maintained

Why Join the City of Lake Forest?

- Be part of a recreation team that creates meaningful, active, and welcoming experiences for residents of all ages.
- Help lead a U.S. Sailing Certified Community Sailing Center that is focused on growing the sport and supporting sailors at every level.
- Play a leadership role in shaping the future of sailing in Lake Forest and continuing the growth of a leading community asset.
- Work in a beautiful lakefront setting with a team that is passionate about sailing excellence, community recreation, and high-quality instruction.
- Support staff development, continued education, program expansion, youth racing, community sailing, and waterfront opportunities that make Lake Forest a vibrant place to live, work, and play.

Full Benefits Package

- Full salary range: \$52,061 - \$74,675, depending on qualifications
- Insurance: Medical (PPO/HMO), dental, vision

- Leave: 13 paid holidays, front-loaded vacation and sick time, parental leave
- Retirement: IMRF pension, plus 457(b) and Roth options
- Additional Benefits: Tuition reimbursement, Employee Assistance Program, legal and life coverage, Public Service Loan Forgiveness eligibility, longevity bonuses, and annual merit bonus opportunities based on exceptional performance

Visit <https://www.governmentjobs.com/careers/lakeforestil/jobs/5408343/program-supervisor-assistant-head-sailing-coach> to view the full job posting and submit your application.

The City of Lake Forest is an Equal Opportunity Employer.
We welcome applicants of all backgrounds and experiences.