2024 INSTRUCTOR ONBOARDING
(FOR VOLUNTEERS AND PAID STAFF)

☐ **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. **Yet to login: Aly, Ashley, Gio, Greg, Harper, Joey, Kailee, Katya**

☐ **Review Posted Schedule**

    ☐ **Staff training June 7th**

    ☐ **[Week 1-3, 5-9] schedules set**

    ☐ **[Week 4] seeking staff, please update your <u>UNAVAILABILITY in Deputy</u> or you will be assigned to work**

    ☐ **[Week 10,11] seeking staff, please update your <u>UNAVAILABILITY in Deputy</u> or you will be assigned to work**

    ☐ **[Vacation/Time Off] please submit your <u>LEAVE REQUESTS in Deputy</u> as soon as possible.**

☐ **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. Tasks have been updated for the current year. **You need only complete the tasks assigned to you - your position may not require all listed below, eg. JIs will not have a task for safesport of instructor certs.**

    ☐ **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.

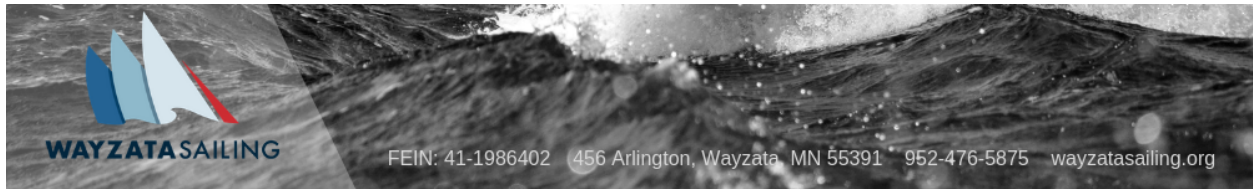   ☐ **CDC HeadsUp Concussion [FREE]**

    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 [PROVIDED DATES FREE]**

    A valid First Aid, AED, and CPR Certification with an in-person component. Any <u>U.S. Coast Guard approved provider</u> will work, however Red Cross or American Heart Association are typically the easiest.

        ☐ **Signup for free sessions <u>HERE</u> - sessions are limited!**

        ☐ **Please note that some sessions are for *refresher courses* - any current certification will work (red cross, etc).**

    ☐ **2022 W-4 [FREE]**

    Complete this form. If it's new, ask your mom (particularly if you still file taxes with them)

    ☐ **NASBLA/Safe Boating [$30 - Nonreimbursable]**

    Most other states are ok, look for little NASBLA compliant logo, certification does not expire. Online, at your leisure.

    ☐ **Instructor Certifications**

    Directly affect pay scale. Costs of these certifications 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 <u>are unable to reimburse:</u> us sailing memberships, travel, late fees, or physical book fees.
    HINT: YOUR US SAILING MEMBERSHIP CARD SHOWS ALL COMPLETED INSTRUCTOR CERTS AND YOUR CURRENT SAFESPORT

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.

- [ ] **Jay, Kailee, & Kurt - Lets look at alternatives certs to increase pay, since the US Sailing won't be relevant to STEAM! Email me.**
- [ ] **NOTE: PLEASE NOTE THAT PAY IS BASED OF OF WHAT HAS BEEN SUBMITTED, ANNUALLY**

Certification Levels:

Relevant certifications with commensurate hours may be substituted for US Sailing levels, however these may still be necessary for employment.

- [ ] Certification level 1 — 30+ hours relevant training — *One completed certification: eg. SBI 1 or BKI*
- [ ] Certification level 2 — 46+ hours relevant training — *Two completed certifications: eg. SBI 1-2 or SBI 1 & BKI*
- [ ] Certification level 3 — 60+ hours relevant training — *Three completed certifications: eg. SBI 1-3 or SBI 1- 2 & BKI*

2024 Pay Scale:

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

- [ ] Junior Instructors — $0/Hour
- [ ] Starting wage without Certification or Experience — $15/hour
- [ ] Wage with JI Experience only — $16/hour
- [ ] Wage with Certification Level 1 and/or Experience — $18/hour
- [ ] **Wage with Certification Level 1 and Experience** — **$19/hour** (typical staff placement)
- [ ] Wage with Certification Level 2 and Experience — $20/hour
- [ ] Wage with Certification Level 3 and Experience — $21/hour
- [ ] Merit based raises — + $2 per hour

LOCAL CERTIFICATION OPPORTUNITIES

- [ ] **Basic Keelboat Instructor**
  local option: 5/17-5/19 @ Wayzata Sailing **[as of 4/4 there are 5 spaces]**

- [ ] **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 **[as of 4/4 there are 0 spaces]**
  Local Option: 5/31 - 6/2 @ Wayzata Sailing **[as of 4/4 there are 0 spaces]**

  Marco & Harper - not seeing registrations, are you set? BKI is available locally.

- [ ] **Small Boat Level 2 Instructor** & **Small Boat Level 3 Coach**
  Courses scheduled and reimbursed upon hiring, interview, and request.