

# NORTHWEST MARITIME CENTER

Port Townsend, Washington



## JOB DESCRIPTION: Adult Sailing Instructor – Adult Learn to Sail Program

The Learn to Sail program at the Northwest Maritime Center started over 20 years ago, however it has grown tremendously in the last 10 years. Now a key part of our summer programming, we teach classes aboard sailing vessels and on land.

The Adult Sailing Instructor is responsible for teaching the program under the guidance of the Adult Program Manager. Instructors are expected to be strong leaders, attentive to the needs of adult students, and an outstanding role model for the participants.

### PRIMARY RESPONSIBILITIES:

- Teach daily lesson plans in keeping with the class content as presented in the program description
  - Sailing Classes: US Sailing Certified Basic Keelboat classes of up to 4 students aboard our 26' Thunderbirds. Each student graduates with a US Sailing membership, a logbook, and a certification.
  - Land Based Classes: with topics covering Essentials of Navigation and Tides and Currents.
- Ensure and maintain an emotionally and physically safe, fun, and educational environment for all participants
- Uphold NWMC safety policies and procedures
- Ensure that all boats and safety equipment are prepared for each day of programming, which may include fuel for outboards, charged VHF's, inflatables pumped up, and other equipment needs
- Coordinating with Chief Bosun/Fleet Manager to assist with maintenance of the fleet, as necessary
- Participation in pre-season set-up and post-season tear-down of the program
- Participation in Staff Orientation and Training, scheduled for April 20 – 22, 2020
- Daily check-in with the Adult Program Manager at the beginning and end of each day
- Facilitating a shoreside program in inclement weather
- Other duties as assigned by the Adult Program Manager

### GENERAL OPERATIONS

While this position's primary responsibility is in sailing instruction, the Adult Sailing Instructor will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Maritime Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing



NORTHWEST MARITIME CENTER  
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there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

### MINIMUM QUALIFICATIONS

- 2+ years of experience teaching a sail training environment
- Ability to communicate clearly, work collaboratively, and be flexible in dynamic situations
- Knowledge of safe boating practices
- Outboard experience
- Current US Sailing membership
- Washington State Boaters Card
- Current First Aid/CPR certification

### PREFERRED QUALIFICATIONS

- Current US Sailing Keelboat Instructor or willingness to obtain certification
- CDC “Heads Up” online concussion training
- Captain’s license in lieu of other sailing certifications

### WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, a powerful board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step—we’re in that moment, and it’s exciting.

The NWMC is dynamic, growing, and making a difference in our community. We are roughly twice the size we were seven years ago, debt free, and helping solve community problems like systemic improvements in our public schools, economic development, and job training—plus all of the fun stuff like kids programs, festivals and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of them done to meet or advance industry best practices. In the words of a board member: “We don’t do B work.”

On top of it all, you’d get work on the water and live in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Maritime Center’s relative scale to our small town means that the effects of our success can be observed in the success of our community. You’ll be doing meaningful work for the place you live and your efforts will make a tangible difference.



Right team, right moment, the right momentum, and the chance to move the needle for the prosperity of an entire community: That's why we get excited to come to work in the morning, and that's why we think you should want to be here too.

## APPLICATION PROCESS

1. Complete the [Instructor Application](#)
2. And email a cover letter and resume to [apply@nwmaritime.org](mailto:apply@nwmaritime.org), include "Adult Sailing Instructor" in the subject line.

Position is part-time, hours vary based on scheduled programming  
Sailing Teaching season runs May 2 – September 27, 2020  
Land Based Teaching season runs March 14 – November 14, 2020  
Offices are located at 431 Water St., Port Townsend, WA 98368  
Position title: Adult Sailing Instructor  
Reports to: Adult Program Manager, Ace Spragg  
Wage: \$20 – 22 per hour, non-exempt – DOQ

