

# NORTHWEST MARITIME CENTER

Port Townsend, Washington



## JOB DESCRIPTION: School Programs Mate-Instructor

The Mate-Instructor provides maritime skills training, team building opportunities, and both on-land and on-water leadership and instruction. Programming takes place aboard 26 foot historic longboats, sailing vessels, small boats, and on the Northwest Maritime Center campus. The Mate assists the Captain in being responsible for the vessel and equipment, and the people on board. Acting as a role model for program participants, Mates are leaders that foster safety, teamwork, prompt conflict resolution, superior learning opportunities, positive representation of NWMC in the community, and delivery of the NWMC mission.

## PRIMARY RESPONSIBILITIES:

- Work together with the Program Coordinator, Client, Captain-Instructor, and other staff in delivering a high quality, safe maritime experience
- Ensure and maintain an emotionally and physically safe, fun, and educational environment for all participants
- Communicate clearly, work collaboratively, and be flexible in dynamic situations
- Follow current boat operating and safety procedures
- Teach maritime skills in a hands on and engaging way
- Be accountable for inventory and proper usage of all NWMC gear. Notify the Program Operations Coordinator of all damages and maintenance/repair needs.
- Fill out class actual documentation as needed
- Participate in evaluation of the program and complete self-evaluation
- Other duties as assigned

## GENERAL OPERATIONS

While this position's primary responsibility is in maritime instruction, the Mate-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 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

- Relevant maritime skills
- Experience and passion for teaching maritime experiential programs
- Basic First Aid/CPR certification. Wilderness First Aid or higher is required for overnight voyages
- Ability to pass a pre-employment drug test and background check

## PREFERRED QUALIFICATIONS

- Relevant experience in local waters of Puget Sound, San Juan Islands, or program area
- Experience instructing in the program participant age ranges



NORTHWEST MARITIME CENTER  
431 Water Street, Port Townsend, WA 98368  
nwmaritime.org | 360.385.3628

## APPLICATION PROCESS

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

Position is a seasonal position with varying hours based on program needs.

Offices are located at 431 Water St., Port Townsend, WA 98368

Position title: Mate-Instructor

Reports to: School Program Manager, Nancy Israel

Wage: \$16 – \$18 per hour, DOQ

