

# NORTHWEST MARITIME CENTER

Port Townsend, Washington



## JOB DESCRIPTION: Summer Instructor: Messing About in Boats

The Summer Instructor is responsible for teaching the program, Messing About in Boats, under the guidance of the Summer Lead Instructor. Messing About in Boats offers a multitude of ways for kids aged 5 to 10 years to experience maritime life in a fun, hands-on way. Instructors are expected to be strong leaders and an outstanding role model for the participants.

## PRIMARY RESPONSIBILITIES:

### Safety:

- Ensure and maintain an emotionally and physically safe, fun, and educational environment for all participants
- Responsible for upholding all NWMC safety policies and procedures, which this season will include COVID-19 mitigation measures and program modifications in alignment with public health guidelines and the COVID-19 Campus Safe Work Plan

### Program Content & Delivery:

- Teach daily lesson plans in keeping with the class content as presented in the program description
- Facilitating a shore-side program in inclement weather

### Operations:

- Participation in pre-season set-up and post-season tear down of the program, including Staff Orientation prior to the teaching season
- Ensure that all boats and safety equipment are prepared for each day of programming, which may include but is not limited to fuel for outboards, charged VHF's, and inflatables pumped up
- Daily check-in with Lead Instructor and Summer Program Coordinator at the beginning and end of each day
- Other duties as assigned

## GENERAL OPERATIONS

While this position's primary responsibility is in sailing instruction, the Summer 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

- Experience working with youth
- An ability to communicate clearly, work collaboratively and be flexible in dynamic situations



NORTHWEST MARITIME CENTER  
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- Exceptional interpersonal and organizational skills
- Knowledge of safe boating practices
- Experience in boat handling: small row boats and sailboats
- Good attitude, professionalism, and ability to show up on time
- Washington State Boaters Card
- Current First Aid/CPR certification
- CDC “Heads Up” online concussion training
- Ability to pass a pre-employment criminal background check

#### PREFERRED QUALIFICATIONS

- Experience working with youth: ages 5 – 10
- Small boat handling experience – outboards and inflatables
- Experience leading small groups (5-10) of youth independently
- Experience in hands-on or outdoor education

#### 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.

The Northwest Maritime Center is an equal opportunity employer that welcomes and encourages individuals of all cultures and communities to apply.

#### SEASON DATES

Pre-Season: June 21 – 25, 2021 (up to 20 hours)

Teaching Season: June 28 – August 20, 2021 (M – F, about 40 hours per week)

Post-Season: August 23 – 28, 2021 (up to 20 hours)

Position is a seasonal position.

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

Reports to: Summer Program Coordinator

Wage: \$14 – \$15 per hour, DOQ

