

NORTHWEST MARITIME CENTER & SALISH SEA EXPEDITIONS

Port Townsend, Washington



JOB DESCRIPTION: Logistics & Galley Coordinator

The Logistics & Galley Coordinator will be responsible for coordinating pre-trip and day-to-day food and supply details for 3-5 day research expeditions and 1-day programs aboard the 61' sailing vessel. This position will be split with approximately 20% of the time in the office and 80% onboard the vessel. Salish Sea Expeditions works with groups of 5th-12th grade students. Trips range from 3-5 Day Expeditions (overnight) as well as 1-Day programs. The Program Coordinator is one member of the six-person Education Team, working together to deliver quality inquiry-based & hands on marine science research programs. All crew members aboard the vessel participate in all shipboard duties: vessel operations, line handling, docking, night watch, cleaning, etc.

PRIMARY RESPONSIBILITIES:

- Plan meals for overnight trips and one day sail events
- Shopping for and packing food and additional supplies as necessary
- Preparing and cooking meals for all participants and staff
- Ensuring there are adequate food stocks and cleaning supplies aboard
- Assisting marine educators and sailing crew where needed
- In the evenings goes to shore with students to assist in setting up tents, cooking meals and facilitating evening activities for student participants
- At the end of expeditions, ensure the restocking of supplies (cleaning, food, etc.) as necessary
- Refilling propane tanks
- Post expedition: cleaning and organizing supplies that come off the vessel and repair gear as needed
- Office duties: assisting with classroom sessions, and pre- and post-expedition tasks
- Attending events as a representative of Salish Sea Expeditions and program development as necessary
- Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is in coordinating pre-trip and day-to-day food and supply details for expeditions, the Logistics & Galley Coordinator will work as part of the Salish Sea Expeditions and Northwest Maritime Center team to ensure smooth operations for the organization as a whole. Integral to the success of Salish Sea Expeditions and our hands-on, boat-based programs is a crew full of knowledgeable, curious, enthusiastic, and self-motivated educators. We aim to create a generation of critical thinkers who will collaborate to solve society's hardest problems.



MINIMUM QUALIFICATIONS

- Exceptional organizational skills
- Time management, responsibility, and flexibility a must
- Experience in foodservice and an interest in cooking
- Experience preparing meals for large groups of 20-40 people
- Experience working with 10-16-year-olds
- Current first aid/CPR
- Enthusiasm for working outdoors in all types of weather
- Ability to lift and carry gear up to 50lbs
- Ability to work well both individually and as a team member, as well as independently with small and large groups of students
- Ability to stay positive when working with crew and students over multiple days in relatively confined spaces of the vessel
- Proactive work ethic: willingness to help in any aspects of programming as necessary
- Fully vaccinated against COVID-19, including booster (staff will be subject to COVID testing prior to overnight trips)
- Ability to pass pre-employment background check and drug test
The NWMC boat-based programs are drug, alcohol, and tobacco free. Throughout employment with the Northwest Maritime Center, certain boat-based program employees will be enrolled in a random drug testing program administered by the Maritime Consortium, in compliance with the Coast Guard mandatory drug testing regulation, as contained in 46 CFR part 16.

PREFERRED QUALIFICATIONS

- Washington state food worker card
- Culinary experience
- WFA/WFR/EMT certification
- Experience working on other boats or sailing vessels

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

APPLICATION PROCESS

1. Complete the [Northwest Maritime Instructor Position Application](#)
2. Email a cover letter and resume to apply@nwmaritime.org. Please include "Salish Sea Expeditions – Carlyn" in the subject line



- * Returning Crewmembers: please follow the steps above and clearly indicate in the applications that you are a returning crewmember

SEASON INFORMATION 2022

- Spring Season: late March to mid-Jun
- Fall Season: late August to mid-October

Position is Seasonal, Variable hours

Schedule typically ranges from 15-20 days per month and is contingent on the schedule of programming

Boat is based out of Port Townsend, WA

Reports to: Salish Sea Expeditions Program Manager

Wage: \$120 daily rate, depending on experience

Additional benefits: Full room and partial board – Housing includes a bed in a shared room in the house in Port Townsend. There is a shared kitchen, bathrooms, and laundry facilities. During programming you may be sleeping on a boat or in a tent. Meals while running a program are provided, otherwise, you will be responsible for providing your own food.

Salish Sea Expedition positions may be available again during the fall season from late August to mid-October. In between seasons, interested candidates are encouraged to apply for summer employment opportunities at NWMC. nwmaritime.org/about/job-opportunities/

