

# NORTHWEST MARITIME CENTER & SALISH SEA EXPEDITIONS

Port Townsend, Washington



## JOB DESCRIPTION: Program Coordinator

The Program Coordinator (PC) is responsible for keeping the pieces moving and working together smoothly ensuring a positive overall experience for participants and crew. Onboard the PC facilitates communication and group decision-making amongst the crew. The Program Coordinator must have unparalleled communication and customer service skills. 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:

- Responsible for the overall experience of an expedition and ensures expeditions run smoothly
- Communicate directly with teachers to ensure expectations are being met
- Group management: managing small (14 students) and large (28 students) groups of students
- Oversees and facilitates program operations meetings to plan the timing, daily flow, and destinations of the expedition
- Primary liaison between the office and shipboard programs, including crisis communications
- Assists with delivery of both science and nautical education programs
- In the evenings, the Program Coordinator is on shore taking the lead on camp set up and orchestrating free time activities for student participants – facilitating large group games and campfire programs
- Manages COVID protocols in collaboration with Captain and teachers to maintain a safe learning/working environment
- Documents stories and quotes from the trip to be used by communication team, assists with Maritime Blog and Social Media content
- Facilitates post-trip crew debrief
- Pre- and post-expedition duties include facilitating classroom sessions, assisting students with developing their research question, and creating a communication piece about their research
- Office duties: preparing paperwork for expeditions, assisting with classroom sessions, pre- and post-expedition tasks, and logistical projects
- Attending events as a representative of Salish Sea Expeditions and program development as necessary
- Other duties as assigned



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## GENERAL OPERATIONS

While this position's primary responsibility is in program operations and overall experience of expeditions, the Program 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

- 2+ years experience in outdoor/environmental education programming (coordination/management experience preferred)
- Ability to communicate clearly and effectively with both adults and students
- Knowledge of or demonstrated interest in Oceanography and associated sampling techniques
- Ability to carry out and explain the scientific process to students
- Demonstrated Inquiry Based teaching ability
- 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

- Past management/program coordination experience
- Knowledge of the physical and biological processes of the Salish Sea
- 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](mailto: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: \$135 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/](http://nwmaritime.org/about/job-opportunities/)

