

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: School Programs Lead Instructor

The School Programs Lead Instructor supports the Education Program Co-Managers in successfully running the spring education programs with a main focus on Maritime Discovery Programs (7th/8th grade intensive programs with local school districts) and custom school programs for regional and local schools.

The Lead Instructor will serve as a role model for instructors and program participants and is expected through communication and leadership to foster safety, teamwork, inclusion, and superior experiential learning opportunities. You will provide maritime skills training, team building opportunities, and both on-land and on-water leadership and instruction. Programs take place aboard 26 foot historic longboats, other sailing vessels, and small boats as well as at the NWMC facility. You will promote a positive representation of the NWMC in the community, deliver on the NWMC mission, and promptly resolve conflict with supervisor/co-workers.

PRIMARY RESPONSIBILITIES:

- Work with the Program Co-Managers to coordinate spring programs. This will include preparing and organizing teaching materials, reviewing lesson plans, collaborating on staff training, and communicating with program partners for lunchtime presenters and marine trades tours.
- Work together with the Program Co-Managers, Clients, Captain-Instructors and other staff in delivering a high quality, safe maritime experience
- Act as a role model for and be a mentor to new seasonal instructors
- Share on-call and staff "floater" role with Program Co-Managers during program days
- Substitute for ongoing education programs, such as Girls Boat Project, as needed
- Ensure and maintain an emotionally and physically safe, fun, and educational environment for all participants
- Uphold current boat operating and safety policies and procedures, including COVID-19 mitigation measures and procedures in alignment with public health guidelines and Client protocols
- 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 Manager of all fleet damages and maintenance/repair needs
- Fill out daily class documentation as needed
- Participate in end of season program evaluation and complete the self-evaluation process

GENERAL OPERATIONS

While this position's primary responsibility is in maritime instruction, the School Program Lead 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



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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
- Experience related to the participant age group
- Ability to communicate clearly, work collaboratively, and be flexible in dynamic situations
- First-aid and CPR training. Wilderness First Aid or higher is required for overnight longboat trips.
- Ability to pass a pre-employment drug test and background check
- Fully Vaccinated against Covid-19

PREFERRED QUALIFICATIONS

- Experience teaching marine/environmental science
- Relevant experience in local waters of Puget Sound, San Juan Islands or program area
- Current 25-ton (or greater) USCG Captains license
- Experience as a longboat mate or captain
- Training or experience in Trauma Informed Facilitation and Social Emotional Learning

WHY YOU WANT TO WORK HERE

The NWMC is dynamic, making a difference in our community, and taking an increasing role in the region. We serve individual students and program participants, but we also work to help solve community problems like systemic improvements in our public schools, economic development, job training, and working regionally to pair the opportunities in the maritime industry with the need to address systemic oppression in communities of color. 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 to work on the water in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Northwest 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.

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 "Lead Instructor – School Programs" in the subject line.

Position is Seasonal, March - June 2022

March/April up to 20 hours per week

May/June up to 40 hours per week

Additional hours may become available throughout the summer season

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

Reports to: Education Program Co-Managers

Wage: \$20 - \$22 per hour – DOE

