

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Summer Program Coordinator

The Summer Program Coordinator supports the day-to-day operations of the Summer Programs, both Adult and Youth programs. This position will manage the Youth Program and provide logistical and administrative support for the Adult summer programs. Each day will be filled with a variety of tasks from administrative, to working with staff, to answering parent questions, to boat cleaning and maintenance.

PRIMARY RESPONSIBILITIES:

- Hire and train staff for each program (Messing About in Boats and Learn to Sail) and level, including teaching strategies, student engagement, lesson plans, interacting with parents, first aid, and on-the-water safety for each specific class vessel and especially dinghies and outboards
- Ensure the safe operations of summer programs with guidance from the Sailing School Manager
- Facilitate daily check-ins with Youth Programs staff
- Manage the NWMC fleet by way of location of boats, gear, and program use, working closely with the other programs staff, Programs Operations Manager and Boat Shop manager
- Support staff administratively and logistically
- Be the main point of contact for participants/students/parents regarding questions, concerns or comments/feedback about the programs
- Fleet management support – shuffle boats, pump boats, check lines, shuffle gear, and troubleshoot and move outboards as needed
- Serve as Port Captain two evenings per week: 4-7pm
- Support staff in creating plans for shoreside program in inclement weather
- Support Sailing School Manager in scheduling volunteers and relief staff to support summer programs
- Collaborate and support all sailing programs with the Sailing School Manager
 - Boat usage, sailing equipment, safety equipment
 - Sailboat rigging and inspections
 - Program development and implementation
- Back up Adult Sailing Instructor as needed
- Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is in administrative and logistic support of the Youth and Adult summer programs, Summer Program Coordinator 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



431 Water Street
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nwmaritime.org | 360.385.3628

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 managing a sailing program with multiple layers to it: scheduling, logistics, gear needs, staffing support
- Experience working with youth and teens
- Experience communicating with parents
- Ability to take initiative to solve problems and willing to ask questions to seek clarification and guidance
- Comfortable managing staff, working with parents, and ensuring program content delivery
- Good attitude, professionalism, and ability to show up on time
- Valid WA State Driver's License
- Ability to pass a pre-employment background check
- Fully vaccinated against COVID-19

PREFERRED QUALIFICATIONS

- Small boat handling experience - outboards & towing
- US Sailing Level 2 Instructor

WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, an engaged board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step—we're in that moment, and it's exciting.

The pandemic had significant impacts on our organization and our ability to serve our community—just as it affected other organizations. We shifted activities and made some hard choices but did so to preserve the resources that are enabling us to rebuild as we return to normal service levels.

We are now on a path growing beyond our pre-pandemic size. The work of our board and our team is key to that growth and rebuilding, and we want you if you have the skills to help the team succeed and are excited to be part of the team that is using this moment to not just survive, but scale.

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 "Summer Program Coordinator" in the subject line.

Position is seasonal, up to 40 hours/week May to August 2022
Offices are located at 431 Water St., Port Townsend, WA 98368
Reports to: Sailing School Manager
Wage: \$20 per hour, DOE

