

# NORTHWEST MARITIME CENTER

Port Townsend, Washington



## JOB DESCRIPTION: Dock & RV Attendant

Spend your summer in the fresh air getting exercise each day while catching dock lines, helping secure vessels, and keeping a clean marina. The Dock Attendant provides direct support to marine and RV guests in the Point Hudson Marina. Provide outstanding, friendly customer service to port patrons and employees and with an eye for detail, you will maintain the cleanliness and safety of the marina by picking up trash.

## PRIMARY RESPONSIBILITIES:

- Welcome and assist visiting boaters with docking and securing vessels, including line handling and fendering as needed
- Dock walks to provide hospitality to guests, pick up trash, and assess any issues
- Welcome RV visitors to the RV park
- Hand out Port of Port Townsend welcome bags to visitors
- Provide excellent, friendly customer service on and off the docks
- Communicate and coordinate with Port of Port Townsend customer service representatives (CSRs) to exchange information, obtain lists of ins and outs each day for both the marina and RV park, and to help with incidental (non-union) tasks
- Other duties as assigned

## MINIMUM QUALIFICATIONS

- Basic knowledge of line handling, vessel operations and docking
- Ability to work weekends and holidays throughout the summer
- Capability to lift, pull, or carry up to 50 lbs
- Physical ability to walk, crouch, kneel, twist, stoop, reach, bend, and climb
- At least 16 years of age

## APPLICATION PROCESS

- Complete the application at <https://forms.gle/bvc5QMerGEok6G157>

## SEASON SCHEDULE

- TRAINING: June 4 & 5, 2022
- SEASON: June 18 – September 5, 2022
- Shifts start at 9:30 am or 12:30 pm and are 4 hours per day

Position is seasonal part-time

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

Reports to: NWMC Program Staff

Wage: \$15 per hour, non-exempt



431 Water Street  
Port Townsend, WA 98368  
[nwmaritime.org](http://nwmaritime.org) | 360.385.3628

## GENERAL OPERATIONS

While this position's primary responsibility is in supporting marine guests, the Dock & RV Attendant 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.

## 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.**

