

# NORTHWEST MARITIME CENTER

Port Townsend, Washington



## JOB DESCRIPTION: Lead Instructor - Messing About in Boats (MAB)

The summer programs at the NWMC have been around for 20+ years. However, in the last 10 years it has grown tremendously and become a key part of our summer programming. The program teaches youth ages 5-10 to get out and have fun messing about in boats.

The MAB Lead Instructor is responsible for managing the program under the guidance of the Summer Program Coordinator. You will teach classes, manage assistant instructors, communicate with parents, and uphold all NWMC safety policies and procedures. The MAB Lead Instructor is expected to be a strong leader and an outstanding role model for both the assistant instructors and the participants.

## PRIMARY RESPONSIBILITIES:

- Ensure that all boats and safety equipment are prepared for each day of programming, in cooperation with the Programs Operations Manager and the Summer Program Coordinator
- Ensure and maintain an emotionally and physically safe, fun and educational environment for all participants
- Develop daily lesson plans in keeping with the class content as presented in the program description
- Complete and follow all required and necessary daily paperwork and related guidelines, i.e. lesson plans, incident reports (as needed), class actuals, maintenance/equipment log, communication with parents
- Daily check in with staff and Summer Program Coordinator at the beginning and end of each day
- Facilitating a shore-side program in inclement weather
- Participating in pre-season set up and post-season tear down of the program
- Participation in the Staff Orientation – date to be determined
- Other duties as assigned by the Summer Program Coordinator

## GENERAL OPERATIONS

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

- 3 + years of experience teaching in a sail training environment, preferably in a summer camp or on the water environment
- Competence and experience in early childhood classroom management
- Ability to create a fun, inclusive and safe atmosphere for campers and staff – on the water, on the beach, and in a classroom
- Ability to communicate clearly, work collaboratively and be flexible in dynamic situations. As well as exceptional interpersonal and organizational skills.
- Knowledge of safe boating practices with considerable boating experience
- Washington State Boaters Card
- Current First Aid/CPR certification
- CDC “Heads Up” online concussion training
- Ability to pass a pre-employment background check
- Fully Vaccinated against COVID-19

## 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](mailto:apply@nwmaritime.org). Please include “Lead MAB Instructor” in the subject line.



Position is Seasonal, up to 40 hours/week Monday – Friday (open to job sharing possibilities)

Teaching Season: July 5 - August 26, 2022

Pre-season: June 21 - 30, 2022 (up to 30 hours)

Post-season: August 29 - 30, 2022 (up to 20 hours)

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

Reports to: Summer Program Coordinator

Wage: \$20 per hour

