

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Onboard Program Coordinator

The Onboard Program Coordinator is responsible for coordinating the marine science program aboard the floating classroom *Admiral Jack*. You work as part of a crew alongside the Captain, Deckhand/Nautical Educator, and Marine Science Educators to deliver quality inquiry-based and hands-on marine science programs. All crewmembers aboard the vessel participate in all shipboard duties: vessel operations, line handling, docking, cleaning, etc.

Operating September to November out of the Harbor Island Marina, Seattle, *Admiral Jack* hosts Middle School-aged students from Highline Public School District approximately 3 days a week. Day trips provide exposure to inquiry-based science and mariner's skills, with an intention to cultivate interest and an introduction to opportunities at the Maritime High School. Integral to the success of 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.

PRIMARY RESPONSIBILITIES:

- Provide coordination and leadership of the onboard education program working closely with the Captain
- Collaboration and communication with Salish Sea Expedition Program Manager and Operations Coordinator about program goals, logistics, and group information
- Communicates information about school groups to the rest of the staff
- Communicates with and collects any necessary paperwork/information from the lead teacher
- Organizes school group welcome and closing activities
- When needed steps in to fill role of Marine Science Educator or Deckhand aboard *Admiral Jack*
- General maintenance and care of scientific equipment
- Coordinate gear use and storage with Maritime High School staff
- Ensure student safety during all aspects of the program under the direction of the Captain
- Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is coordinating and teaching the education program aboard the vessel, the Onboard Program Coordinator will work as part of the Salish Sea Expeditions, a program of the NWMC, team to ensure smooth operations for the organization as a whole. 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.



431 Water Street
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MINIMUM QUALIFICATIONS

- Experience working as a Program Coordinator or Lead Instructor
- Ability to communicate effectively with different audiences- teachers, students, program crew
- Knowledge of Oceanography and associated sampling techniques
- Familiarity with Inquiry-Based teaching
- Knowledge of the physical and biological processes of the Salish Sea
- Experience and interest working with 10-16-year-olds
- Current first aid/CPR certification
- Enthusiasm for working outdoors in all types of weather
- Ability to lift and carry gear up to 50lbs
- Ability to work well individually, as a team member, and independently with small groups of students
- Ability to stay positive when working with crew and students in relatively confined spaces of the vessel
- Proactive work ethic: willingness to help in any aspects of programming necessary
- Ability to pass a pre-employment background check and drug test

HELPFUL QUALIFICATIONS

- BA/BS in marine biology, oceanography, or equivalent of a combination of coursework and experience in a related specialized field
- Teaching certification
- Experience working on other boats or sailing vessels

VESSEL LOCATION & SCHEDULE

- Operates out of Harbor Island Marina, Seattle, WA
- Position is seasonal, part-time, 2 to 3 days per week - September to November, on Mondays, Tuesdays, and Fridays
- Training in mid-to-late August

WAGE RANGE & APPLICATION PROCESS

- \$21 to \$23 per hour, non-exempt
- Complete the [Instructor Application](#) and submit resume apply@nwmaritime.org. Include "Program Coordinator" in the subject line
- Deadline for applications: Open until filled, application review begins July 26, 2022

COVID-19 PRECAUTIONS

- Following all local, state, and federal guidelines to keep everyone safe
- All educational staff are required to be fully vaccinated against COVID-19, verification will be required



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 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."

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. However, our community is growing beyond Port Townsend into the greater Puget Sound region. You'll be doing meaningful work for the region, and your efforts will make a tangible difference. On top of it all, you'd be connected to our main campus in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats.

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. Read our Anti-Racism & Inclusion statement [here](#).

NWMC main offices are located at 431 Water St., Port Townsend, WA 98368
Harbor Island Marina is located at 1001 SW Klickitat Way, Seattle, WA 98134
Reports to: Salish Sea Expeditions Program Manager

