

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Lead Instructor / Program Coordinator

The Lead Instructor / Program Coordinator supports the Education Program Managers in successfully implementing the Northwest Maritime Center's school and vocational training programs. This role will lead instructional logistical support for the Maritime Discovery Programs (7th/8th grade intensive programs with local school districts), Port Townsend Maritime Academy (vocational programming hosted on our campus through local school partnerships), and Real World Readiness (programs in service of youth furthest from opportunity).

Serving as a role model for seasonal instructors and program participants, you are 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 instruction. Programs take place aboard 26-foot historic longboats, other sailing vessels, and small boats as well as at the NWMC facility. We strive to meet the needs of and serve all learners including youth-at-risk, special needs learners, and other underserved populations.

PRIMARY RESPONSIBILITIES:

Operations

- Lead instructor for water, land-based, and boat shop-based programs, collaborating with other instructors to capitalize on their expertise and integration with the instructional team
- Work with the Programs Operations Coordinator and Waterfront Manager to support logistics and maintenance needs of the program gear and boats as needed
- Follow all Safety and Risk Management Protocols
- Support as needed for fleet maintenance and the annual USCG inspection of the Longboats and *Admiral Jack*

Support & Coordination

- Assist Education Managers to develop and lead staff training
- Coordinate with Education Managers on the preparation, implementation, reporting, and debrief of programs
- Support Education Managers in seasonal staff management
- Port Captain duties as assigned, which support the safety and program needs that arise when a program is in operation
- Work with Education Managers to ensure grant deliverables are fulfilled through program implementation, and documented for reporting purposes
- Support for the Wooden Boat Festival and other events, as assigned
- Other duties as assigned



431 Water Street
Port Townsend, WA 98368
nwmaritime.org | 360.385.3628

GENERAL OPERATIONS

While this position's primary responsibility is in instruction and program support, the Lead Instructor / 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 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

- Maritime education experience on the water, especially working with a variety of youth in experiential and alternative learning environments. Youth populations that position will teach are mainly middle and high school aged, but sometimes include elementary students.
- Minimum of 6-pack USCG license
- Current CPR & FA certification
- Boat handling skills
- Valid WA State Driver's License
- Ability to pass a pre-employment background check and drug test (enrollment in a random drug testing program will be a requirement of employment)

HELPFUL QUALIFICATIONS

- 50T Inland Master license
- Trailer towing experience
- Boat towing experience
- Outboard maintenance experience

APPLICATION PROCESS

- [Submit resume and complete the application.](#)
- Deadline for applications: Open until filled, application review begins October 31, 2022

WORK LOCATION & SCHEDULE

- Main NWMC Offices are located at 431 Water St., Port Townsend, WA 98368
- Position is full-time, 30 hours/week, increasing during peak programming periods
- Reports to: Education Program Manager

WAGE RANGE & BENEFITS

- \$22 - \$24 per hour, non-exempt
- 100% company paid Health, Dental, and Vision + contributions to HSA account
- Flexible schedule, paid time off, employee discounts



COVID-19 PRECAUTIONS

- Following all local, state, and federal guidelines to keep everyone safe
- All education 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."

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

