

# SALISH SEA EXPEDITIONS *at the* NORTHWEST MARITIME CENTER

Port Townsend, Washington



## **JOB DESCRIPTION: Logistics & Galley Coordinator**

The Logistics & Galley Coordinator will be responsible for coordinating pre-trip and day-to-day food and supply details for 3-5 day research expeditions and 1 day programs aboard the vessel. This position will be split with approximately 30% of time in the office and 70% onboard the vessel. Salish Sea Expeditions works with groups of 5th-12th grade students. Trips range from 3-5 Day Expeditions(overnight) as well as 1-Day programs. The Logistics & Galley Coordinator is one member of the six-person Education Team, working together to deliver quality inquiry-based and hands on marine science research programs. All crew members aboard the vessel participate in all shipboard duties: vessel operations, line handling, docking, anchor watch, cleaning, etc.

### **PRIMARY RESPONSIBILITIES:**

- In the office will plan meals for overnight trips and one day sail events.
- Shopping for and packing food and additional supplies necessary
- Preparing lunch snacks for all participants and organizing food so it can be divided for the group camping onshore as well as the group sleeping on the boat in the evening
- Ensuring there are adequate food stocks and cleaning supplies aboard
- Assisting marine educators and sailing crew where needed
- In the evenings goes to shore with 2 other Salish staff to assist in setting up tents, cooking and organizing free time and evening activities for students participants
- At the end of expeditions ensuring restock of supplies (cleaning, food, etc.) come to the boat if necessary
- Refilling propane tanks
- Post expedition cleaning and organizing supplies that come off the vessel and repair gear as necessary
- Office duties: preparing paperwork for expeditions, assisting with classroom sessions, and pre and post expedition tasks
- Attending events as representative of Salish Sea Expeditions and program development as necessary
- Other duties as assigned

### **GENERAL OPERATIONS**

While this position's primary responsibility is in coordinating pre-trip and day-to-day food and supply details for expeditions, the Logistics & Galley Coordinator will work as part of the Salish Sea Expeditions and Northwest Maritime Center team to ensure smooth operations for the organization as a whole. Integral to the success of Salish Sea Expeditions and 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.

### **MINIMUM QUALIFICATIONS**

- Exceptional organizational skills
- Time management, responsibility and flexibility a must
- Experience in food service + interest in cooking
- Experience preparing meals for large groups of 20-40 ppl
- Experience working with 10-16 year olds
- Current first aid/CPR.
- Enthusiasm for working outdoors in all types of weather



- Ability to lift and carry gear up to 50lbs
- Ability to work well both individually and as a team member, as well as independently with small groups of students
- Ability to stay positive when working with crew and students over multiple days in relatively confined spaces of the vessel
- Proactive work ethic: willingness to help in any aspects of programming as necessary
- Ability to obtain Washington state food worker card before employment
- Ability to pass pre-employment background check and drug test

### PREFERRED QUALIFICATIONS

- Washington state food worker card
- Culinary experience
- Experience working on other boats or sailing vessels
- WFA/WFR/EMT certification

### APPLICATION PROCESS

New crew member:

1. Complete **Education Team Application** here- <https://www.salish.org/jobs/>
2. Send cover letter and resume to [jobs@salish.org](mailto:jobs@salish.org)

Returning Crewmember:

1. Complete **Education Team Application for Returning Crew** here- <https://www.salish.org/jobs/>
2. If it has been more than 2 years, please email a cover letter and resume to [jobs@salish.org](mailto:jobs@salish.org)

### HIRING INFORMATION

- Spring Season: March-June; Hiring period: November-December
- Fall Season: September-October; Hiring period: July-August

Position is Seasonal, full-time

Office located at 431 Water St., Port Townsend, WA 98368

Position title: Logistics & Galley Coordinator

Reports to: Program Manager

Wage, based on a daily rate:

- Average \$1500-\$2100/month; depending on experience & schedule
- Additional benefits: Full room, partial board and seatime

