

# SALISH SEA EXPEDITIONS *at the* NORTHWEST MARITIME CENTER

Port Townsend, Washington



## **JOB DESCRIPTION: Program Coordinator**

The Program Coordinator is responsible for overall experience of the expedition. Before trips manages paperwork and coordinates expedition prep with other staff. Onboard the vessel the Program Coordinator collaborates with Education Team to facilitate meetings to plan timing and daily flow and oversees program operations. 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 Program 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:**

- Responsible for the overall experience of an expedition and ensures expeditions run smoothly
- Aboard the vessel oversees program operations, collaborates with the Captain and Education Team
- Communicate directly with teacher to ensure expectations are being met
- Group management: managing small (14 students) and large (28 students) groups of students
- Facilitates meetings to plan the timing, daily flow, and destinations of the expedition
- Primary liaison between the office and shipboard programs
- Member of science education team and assists the Marine Science Educator in the implementation of the science program
- In the evenings, the Program Coordinator is on shore assisting in setting up tents, cooking and organizing free time activities for students participants
- Manages paperwork and coordinates expedition prep with education team
- Pre and post expedition duties include facilitating classroom session and assisting students with developing their research question, and creating a communication piece about their research
- Office duties: assist in food and supply packing, preparing paperwork for expeditions, assisting with classroom sessions pre and post expedition tasks, and logistical projects
- 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 program operations and overall experience of expedition, the Program 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**

- 2+ years experience in outdoor/environmental education programming (coordination/management experience preferred)
- Excellent organizational skills + attention to detail
- Ability to communicate clearly and effectively to both crewmates and Salish Sea Expeditions office



- BA/BS in marine biology, oceanography, or other relevant field of study
- Knowledge of or demonstrated interest in Oceanography and associated sampling techniques
- Ability to carry out and explain the scientific process to students
- Demonstrated Inquiry Based teaching ability
- 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 and large 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 necessary
- Ability to pass pre-employment background check and drug test

### PREFERRED QUALIFICATIONS

- Past management/program coordination experience
- Teaching certification
- Knowledge of the physical and biological processes of the Salish Sea
- WFA/WFR/EMT certification
- Experience working on other boats or sailing vessels

### 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: Program 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

