



"Inspiring a Passion for Learning"

## Position Description

### Program Coordinator

**Job Description:** The Program Coordinator is responsible for the overall experience of an expedition. Trips range from 3 to 5 day expeditions as well as day sails with students to short 2-4 hour promotional sails and transits of the vessel with other crewmembers. Pre-expedition and office duties may include managing paperwork to prepare for the trips, coordinating with other staff for expedition prep, general maintenance of scientific equipment and program development as necessary. The Program Coordinator will also work with other staff to help students in their classroom to design their marine research project. Primary responsibilities aboard the sailing vessel are to oversee onboard program operations, collaborate with the Captain and other crewmembers to facilitate meetings to plan the timing, daily flow, and destinations of the expedition, and to assist the Marine Scientist in the implementation of the science program. The Program Coordinator will be one member of a 6-person team. In the evenings, the Program Coordinator is on shore assisting in setting up tents, cooking and organizing free time activities for student participants. The Program Coordinator is the primary liaison between the office and shipboard programs. Post expedition the Program Coordinator may work with students in the classroom again to create a communication piece about their onboard research.

#### **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 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

*Desirable qualifications:* Past management/program coordination experience, Teaching certification, WFA/WFR/EMT certification, boating skills, knowledge of the physical and biological processes of the Salish Sea.

**Compensation:** \$1500-\$1600/mo. depending on experience. Full room, partial board and sea time.