

# NORTHWEST MARITIME CENTER

Port Townsend, Washington



## JOB DESCRIPTION: Summer Instructor: Messing About in Boats

The Summer Instructor is responsible for teaching the program, Messing About in Boats, under the guidance of the Summer Lead Instructor. Messing About in Boats offers a multitude of ways for kids aged 5 to 10 years to experience maritime life in a fun, hands-on way. Instructors are expected to be strong leaders and an outstanding role model for the participants.

## PRIMARY RESPONSIBILITIES:

- Participation in the Staff Orientation and pre-season set-up/post-season tear-down of the program
- Teach daily lesson plans in keeping with the class content as presented in the program description
- Ensure and maintain an emotionally and physically safe, fun, and educational environment for all participants
- Create an atmosphere where participants experience maritime life in a fun, hands-on way
- Ensure that all boats and safety equipment are prepared for each day of programming. This includes but is not limited to storing boats safely when not in use, fuel for outboards, charged VHF's, and inflatables pumped up.
- Uphold all NWMC safety policies and procedures
- Daily check-in with Lead Instructor and Summer Program Coordinator at the beginning and end of each day
- Facilitating shore-side programs in inclement weather
- Other duties as assigned by the Lead Instructor and Summer Program Coordinator

## GENERAL OPERATIONS

While this position's primary responsibility is teaching Messing About in Boats program under the guidance of Lead Instructor and being a strong role model for participants, the Summer Instructor 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

- Experience working with youth
- Strong leader and outstanding role model for youth and volunteers
- Knowledge of safe boating practices
- Experience in boat handling: small row boats and sailboats
- An ability to communicate clearly, work collaboratively, and be flexible in dynamic situations



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- Good attitude, professionalism, and ability to show up on time
- Washington State Boaters Card
- Current First Aid/CPR certification
- CDC "Heads Up" online concussion training

### PREFERRED QUALIFICATIONS

- Experience working with youth: ages 5 – 10
- Small boat handling experience – outboards and inflatables
- Experience leading small groups (5-10) of youth independently
- Experience in hands-on or outdoor education

### APPLICATION PROCESS

New Crewmember:

- Complete [Education Team Application](#) or [www.salish.org/jobs](http://www.salish.org/jobs)
- Send cover letter and resume to [jobs@salish.org](mailto:jobs@salish.org)

Returning Crewmember:

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

Position is full-time, average 40 hours/week, seasonal June to August

Offices are located at 431 Water St., Port Townsend, WA 98368

Position title: Summer Instructor

Reports to: Summer Program Coordinator

Wage: \$13.50 - \$15 per hour, DOQ

