

# NORTHWEST MARITIME CENTER

Port Townsend, Washington



## JOB DESCRIPTION: Summer Program Coordinator

The Summer Program Coordinator supports the day-to-day operations of the Summer Programs, both Adult and Youth programs. This position will directly supervise the Youth Summer Program and provide logistical and administrative support for the Adult summer programs. Each day will be filled with a variety of tasks from administrative, to working with staff, to answering parent questions, to boat cleaning and maintenance.

### PRIMARY RESPONSIBILITIES:

- Ensure the safe operations of summer programs with guidance from the Program Director
- Participation in Youth Summer programs staff orientation
- Facilitate daily check-ins with Youth Programs staff
- Manage the NWMC fleet by way of location of boats, gear, and program use, working closely with other programs staff and Boat Shop manager.
- Fleet management support to include, but not limited to, shuffling boats, pumping out boats, checking lines, shuffling gear, and troubleshooting and moving outboards
- Support staff administratively and logistically, as needed
- Main point of contact for participants, students, and parents regarding questions, concerns, or comments/feedback about the programs
- Uphold all NWMC safety policies and procedures
- Serve as Port Captain during the working day and evenings (4 to 7 pm) as needed
- Support staff in creating shore-side programs in inclement weather
- Support Program Director in scheduling volunteers and relief staff to support summer programs
- Other duties as assigned

### GENERAL OPERATIONS

While this position's primary responsibility is in administrative and logistic support of Youth and Adult summer programs, 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.



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

## MINIMUM QUALIFICATIONS

- Experience managing a program with multiple layers to it: scheduling, logistics, gear needs, staffing support
- Experience working with youth
- Ability to take initiative and solve problems but also ask questions when needed
- Knowledge of safe boating practices
- Good attitude, professionalism, and ability to show up on time
- Washington State Boaters Card
- Current First Aid/CPR certification

## PREFERRED QUALIFICATIONS

- Small boat handling experience – outboards, towing, and small rowboats, sailboats
- Ability managing staff, working with parents and ensuring program content delivery
- CDC “Heads Up” online concussion training

## APPLICATION PROCESS

New Crewmember:

- Complete [Education Team Application](#) or on [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 on [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 35 hours/week, seasonal June to August

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

Position title: Summer Program Coordinator

Reports to: Program Director

Wage: \$17 - \$18 per hour, DOQ

