

# Sound Experience – Job Description

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## Shipboard Program Coordinator (PC)

**Accountability:** Education Coordinator and Captain

**General Scope:** The Shipboard Program Coordinator (PC) works hand and hand with the Captain and Mate and Education Coordinator and other staff as part of the leadership team. Together, they facilitate shipboard programs that Educate-Inspire-Empower youth of all ages aboard the Adventuress. The Captain, Mate and PC work together in determining the needs of the group and adjusting programs accordingly. The PC runs all program related activities, is involved in crew training, schedules crew time off, and works with teachers and group leaders in ensuring the implementation of the Sound Experience mission. The PC maintains communication between the office and the ship to help ensure program information is relayed.

**Job Parameters:** Meals and lodging provided. Minimum 6 days off per month.

**Requirements:** Attend ship board training, current First Aid and CPR certificates, drug test, and criminal background check.

**Desired Qualifications:** Background in facilitation, a passion for the marine environment, previous experience in environmental education and exceptional leadership and management skills. Competencies in teaching/facilitating educational programs, specifically environmental education, marine biology, and experiential education. Degree holding, including B.S. or teaching certificate. Sailing experience is preferred, but not required.

### **Specific Duties:**

#### **Shipboard Community**

1. A healthy shipboard community is the cornerstone to successful / effective programs. It is the responsibility of every crew member to conduct themselves in such a way as to foster a healthy shipboard community. The PC creates an atmosphere which maximizes individual contributions and minimizes conflict. They provide support to crew's individual learning goals and objectives. They maintain an "open door" to listen to crew needs and concerns. When appropriate, they facilitate discussions to resolve issues.

#### **Curriculum and shipboard operations**

1. Direct and facilitate all Sound Experience program models: Sound Studies, Sound Explorations, and Day Sails. Continually revise and present curriculum in a creative and stimulating method for age appropriateness using hands-on methods and drama/singing/art.

2. Actively coordinate and participate in all aspects of shipboard life: chores, sail prep, stowing of personal gear, group decision making and process, ship maintenance. Solve problems which may involve the education program, galley, participants, the living community, etc.

3. Assist Captain and Mate on deck activities. Assist in all emergency issues on the ship.

4. Maintain program equipment and oversee proper handling. Includes prep work and clean up.

5. Be well versed on issues affecting Puget Sound, and continue to learn about Puget Sound ecology as possible. Be able to present material concerning issues and decisions to participants.
6. Ensure adherence to the Risk Management Policy, emergency procedures and other documented protocols.
7. Ensure a quality program, meeting the requests of each group and/or managing their expectations while maintaining the Sound Experience mission.
8. Ensure participants are receiving objective viewpoints and realize how the program aboard relates to life off of the boat.
9. Ensure many teaching styles are used and the lessons are accessible to the group, based on age, background, past experiences and interests.
10. Emphasize the importance of team work, COMMUNITY and building self confidence.

#### **Groups/participants**

1. Positively represent Sound Experience to participants, public, parents, teachers, group leaders.
2. Communicate information and issues as needed.
3. Project SE's philosophies of care and concern for Puget Sound.
4. Use prudent judgement at all times concerning the safety of participants and crew. Serve as a role model. Be on a first name basis with all participants.
5. Be thoughtful and skillful in working with young people through appropriate motivation and discipline techniques.

#### **Volunteers and paid crew**

1. Work with volunteers, interns, and crew in a constructive, positive and encouraging manner.
2. Help train crew and volunteers when working in watch groups or in general ship board activities.
3. Help facilitate ongoing learning opportunities for crew, i.e. arranging for local experts to come aboard, field trips to museums, etc.
4. Welcome and create an atmosphere of inclusiveness for all new volunteers, crew, and interns.
5. Ensure crew and volunteers are trained in experiential learning techniques in teaching:  
Program- goals, curriculum, props, teaching resources  
Life Aboard- How the ship operates, daily life, gear stowage, time off, bunks, etc.  
The Sound Experience Mission- our expectations, our image, our history  
Sail Training- Work with the Mate to ensure a thorough orientation
6. Work with the Captain in facilitating mid season and end of season evaluations for all crew (written and verbal).

7. Review with all crew, prior to volunteers' arrival, their history with the organization, their skills, interests aboard and what areas the crew can look to best help them increase their learning curve

8. Help ensure all crew have had adequate training in program areas. Continually evaluate the crew, as a whole, to determine what additional training may be needed.

9. Train a crew member to be relief PC for your time off. You should have all paperwork and goals in place for the relief PC.

10. Ensure all new volunteers have:

Received orientation/review of program goals, sail handling and life aboard

Have filled out all needed paperwork- medical, release, application, emergency contact

11. Pass along to the office names of volunteers... who should we place for youth trips? adult trips? galley? office help? curriculum development? board? special events?, etc.

12. Work with Captain on planning the end of season celebration for the crew.

13. Organize crew's time off schedule. Work with Captain in ensuring adequate shipboard coverage.

14. Oversee the Thank You Officer to ensure all donations are logged and thank you's sent in a timely fashion.

### **Office**

1. The PC is the link between the office and the ship.

2. Check the ship's voicemail on a daily basis.

3. Complete all paperwork and organize it to be turned into the office:

Group release and medical forms

Evaluations- group, volunteer, interns, group leader

Merchandise- \$, inventory of what we need

Program supply needs

4. Provide feedback to the office on programs, crew, contacts and anything else that they would benefit from or should be made aware of.

### **Galley**

1. Maintain a safe and healthy galley. Ensure adherence to the WA State Food Workers protocols. Supervise and train Galley Coordinators (GC).

2. Work with the GC to coordinate meal timing with program and ship needs.