



## Seasonal Shipboard Position: Program Coordinator (PC)

**Accountability:** Captain(s), Education Director, and Education Coordinator

**General Scope:** The PC works hand and hand with the Captain, Mate, Education Coordinator, & Education Director and other staff as part of the shipboard leadership team. Together, you all 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 including crew and adjusting programs accordingly. In addition, as the Program Coordinator, you are responsible for leading or managing the facilitation of all program related activities, training crew in conjunction with the Ed Co and Director, scheduling crew time off, and working with teachers and group leaders to ensure the implementation of the Sound Experience mission, and program goals. The PC maintains communication between the office and the ship to help ensure program information is relayed. Note: Role may require longer or different hours than the rest of the crew.

As the Program Coordinator (PC), you are an active crew member, and a part of the shipboard leadership team, living and working aboard the historic schooner *Adventuress*, along with co-managing up to 15 other crew and up to 24 other participants during an overnight program and up to 45 on day programs. Programs aboard *Adventuress* range from 3 to 6-day overnight voyages, as well as 3 to 5-hour day sails with students, dockside tours, 3-hour sails for the public, festivals, transits, fundraising events and other day sails.

**Compensation:** Seasonal Paid Position. \$1400/month. Meals and lodging on the ship, minimum of 6 days off per month, on-the-job training.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Shipboard Leadership Team Management:

- Co-coordinate and participate in all aspects of shipboard life: chores, sail prep, stowing of ship and personal gear, group decision making and process, ship maintenance
- Assist in solving problems which may involve the education program, galley, participants, coworkers, volunteers, or the living community, etc.
- Partner and coordinate with the Captain and Mate to plan ship's activities and determine collective agenda.
- Work with shipboard leadership and organization leadership to develop ship related training for crew development days
- Assess safety and effectiveness of program daily and make recommendations for further educational training
- Facilitate learning opportunities whenever possible for crew, volunteers, and participants
- Work with Mate to create training opportunities for apprentices, based on goals sent by the office.
- Learn and uphold the feedback procedures as described during orientation
- Co-lead with the Mate, crew assessments and evaluations (beginning of the season, middle of the season, and end of season)

#### Shipboard, Program & Administrative Duties:

- Implement Education Coordinator and/or Education Director's directions for facilitating Sound Experience program models: Sound Studies, Sound Explorations, and Day Sails
- Present program goals and group information to crew prior to a trip. Facilitate crew setting personal goals for the trip
- Lead program facilitations and ensure a quality program, meeting the requests of each group and/or



managing their expectations while maintaining the Sound Experience mission

- Positively represent Sound Experience to participants, public, parents, and teachers through upholding Sound Experience’s vision, mission, and values
- Establish and expect shipboard culture of inclusivity, intentionality, safety, and care for people and the environment. Create a supportive learning platform and a welcoming community
- Always use prudent judgement concerning the safety of participants and crew and serve as a role model.
- Help train and work with interns and volunteers in shipboard activities, specifically teaching related skills
- Participate in and occasionally lead crew meetings, feedback sessions, program debriefs, and fill out evaluations as requested
- Know the emergency response protocols and respond to all shipboard emergencies and emergency drills as assigned
- In conjunction with the Ed Co, continually revise and present curriculum in a creative and stimulating method for age appropriateness using hands-on methods and drama/singing/art
- Help facilitate ongoing learning opportunities for crew, i.e. arranging for local experts to come aboard, field trips to museums, etc
- Ensure crew and volunteers are trained in experiential learning techniques in teaching, and all learning stations
- Train and work closely with Relief PC to ensure comfortability and competency with systems and to coordinate shared tasks. “Set” Relief Program Coordinator “up for success.”
- Organize crew’s time off schedule. Work with Captain in ensuring adequate shipboard coverage
- Oversee the Thank You Officer to ensure all donations are logged and thank you letters sent in a timely fashion
- Complete all paperwork and organize it to be turned into the office
- Participate in weekly check-ins with the Education Coordinator and Director
- Post daily photos of program related activities to Sound Experience Social Media accounts
- Interact and engage students, adults and members of the public daily
- Willingness to participate in providing medical care to the level of your training.
- Other duties as assigned

**Qualifications:** The qualifications listed below are representative of the knowledge, skill, and/or ability required for the seasonal crew position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 18 years or older
- CPR or First Aid (current certification at time of season start)
- Washington State Food Handlers Card (current certification at time of season start)
- Physical ability to participate in activities, haul, climb, balance, lift, stoop, kneel, sit
- Ability to pass pre-employment background check and drug test
- Ability to maintain high level of responsibility and accountability. Ability to monitor and supervise activities of shipmates and participants in potentially hazardous situations.



- Be organized and self-motivated. Communicate clearly, effectively, and appropriately to a variety of audiences
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Strong communication, interpersonal, and leadership skills
- Ability to work in an outdoor environment with inclement weather conditions.
- 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, adults and/or students over multiple days in relatively confined spaces of the vessel
- Proactive work ethic: willingness to help in any aspects of programming necessary and be flexible
- Experience facilitating large and small group programs
- Experience managing a team
- Experience with spreadsheets, Microsoft 365, Outlook, Word, Excel, OneDrive

### **Desired Qualifications:**

- Prior experience facilitating large and small group activities
- Competencies in teaching/facilitating educational programs- specifically environmental education, marine biology, and experiential education.
- Strong preference for a background in sciences, recreation, arts or history or maritime.
- Experience working directly with youth (ages 10-17) and/or adults (ages from 18-90).
- Degree holding, including B.S. or teaching certificate
- Experience in Maritime via other ships, Maritime Academies, etc.
- Sailing experience is preferred, but not required
- Proficiency in Microsoft 365, Outlook, OneDrive, Excel and Word
- Strong preference for medical training at WFR or above

### **Mission**

Sound Experience sails the historic schooner *Adventuress* to educate, inspire, and empower an inclusive community that works to improve our marine environment and celebrates our maritime heritage.

### **Vision**

We envision a future where everyone values Puget Sound/Salish Sea and the world's oceans and chooses to act as stewards of their treasured waters.

### **Values**

- Transformative Education - changing our youth, our communities, and our world
- Learning Organization - evolving for and with our people
- Living Sustainably - acting for our waterways
- Partnering - sharing our collective strengths
- Integrity - doing the right thing
- All Are Welcome



P.O. Box 1390  
Port Townsend, WA 98368  
phone 360-379-0438  
fax 360-379-0439  
[www.soundexp.org](http://www.soundexp.org)