



Seasonal Shipboard Position: Program Coordinator (PC)

Accountability: Captain(s), Program Director and Partnership Director

General Scope: The Program Coordinator (PC) works hand and hand with the Captain, Mate, Program Director, Partnership Director, and other staff as part of the shipboard leadership team. Together, you facilitate shipboard programs that educate, inspire and 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 Program and Partnership Directors 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, 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 12 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.

As a member of the Shipboard Leadership team you will embody Sound Experience's inclusive and positive organizational culture. All Sound Experience employees should model kindness, a welcoming and positive attitude, physical and emotional safety, and care for people and the environment. You will positively represent Sound Experience to participants, the public, parents, and teachers through upholding the organization's vision, mission, and values at all times. The same culture extends to all "Office Watch" staff, Board Members, volunteers and dedicated donors. As a leader on board, it is essential to establish, expect, and maintain a shipboard lifestyle of inclusivity, a supportive learning platform, and a welcoming community.

Compensation: Seasonal Paid Position. Monthly salary of \$2,000-\$2,200, depending on experience, plus meals and lodging aboard the ship during contracted sailing season.

Benefits: Housing and meals while onboard, 6-8 days off per month, paid sick leave, retirement plan eligibility, and on-the-job professional development and opportunity to apply for training scholarship support. Position is required to live aboard.

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 the 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 and Captain(s), crew assessments and evaluations (beginning of the season, middle of the season, and end of season)

Shipboard, Program & Administrative Duties:

- Implement Program Director's and/or Partnership 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
- Always use prudent judgement concerning the safety of participants and crew and serve as a role model
- Utilize Restorative Practices and similar techniques, as taught in Crew Orientation, around student behavior management.
- 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 Program Director, 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 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
- 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 Program Director and/or Partnership 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
- Current with flu and Covid vaccinations by start of sailing season
- 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 perform daily activities including hauling, climbing, balancing, lifting, stooping/crouching, kneeling, sitting
- 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
- Prior experience facilitating large and small group activities
- Competencies in teaching/facilitating educational programs- specifically environmental education, marine biology, and experiential education.
- Experience managing a team
- Experience with spreadsheets, Microsoft 365, Outlook, Word, Excel, OneDrive and SharePoint

Desired Qualifications:

- 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 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