Seasonal Shipboard Position: Winter Mate

Reports to: Captain(s) and/or Program Director and Executive Director

General Scope: The Winter Mate will act as project foreman, providing continuity and management of projects aboard and around the ship. The Mate will manage volunteers and deckhand(s) on a day-to-day basis. The Mate will be expected to track projects with regard to completion schedule (progress, deadlines, etc.) and hours spent. The Mate will manage Volunteer Winter Work Weekends, organizing crew and volunteers in completing prioritized tasks.

This is a volunteer engagement heavy role. Our volunteers keep us afloat, and the Winter Mate is a huge part of ensuring that volunteers feel welcomed, valued, trusted and needed. While maintaining existing volunteer relationships, the Mate will work to increase volunteer engagement in the community that surrounds the ship. This may include such tasks as communicating with companies to organize a work event, posting fliers around the region, and collaborating with likeminded organizations and businesses.

As a member of the Winter Crew 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.

Position Start/End and hours: December 1, 2026 (flexible) - February 28, 2026

Work hours are predominantly 8am-5pm, with breaks, Monday – Friday during the winter months. Some exceptions required to accommodate work weekends. Hours not to exceed 40 hrs per week.

Location: Port Townsend, WA

Compensation: $26.00 - $30.00 per hour, depending on experience. Lodging available aboard the vessel if needed.

Summary of Essential Duties and Responsibilities:

- Management of projects, record keeping and time tracking
- Management of winter crew and volunteers
- Supporting and growing volunteer community
- Work with specialists and contractors to complete priority projects on time and budget
- May occasionally assist Engineer in completion of winter systems projects

Essential Duties and Responsibilities:

- Assume primary responsibility for management and maintenance of vessel sails, rigging, and finish work based on their level of priority.
- Supervise all volunteers and crew, including volunteers who are working on take home projects. Use prudent judgment when working with volunteers and assigning tasks.
- Work with volunteers and interns in a constructive, welcoming, positive and encouraging manner.
- Partner and coordinate with the Captain(s), Engineer, Executive Director/Program Director and Ship Committee in order to support the ship's maintenance and program needs.
- Use prudent judgment at all times concerning the safety of volunteers and participants. Serve as a role model. Be on a first name basis with all participants. Orient new crew and volunteers to safety procedures and systems.
- Responsible for maintaining the Maintenance History Log upon completion of projects, mid-winter and end-of-winter reports to Captain and turnover report to the Sailing Season Mate.
- When purchasing for the ship, get approval from Executive Director for purchases over $50 and manage tracking of all receipts with bookkeeping in a timely manner. Keep accurate records of where and when items are purchased, research as necessary.
- Keep an active inventory.
- Be familiar with the operations of the ship's machinery and electrical systems.
- Assign/rotate daily duties to crew. Keep ship clean and orderly at all times. Personal gear should be neatly stowed. Food and dishes should be put away daily. When volunteers are on board, be considerate of safety issues.
- Be responsible for First Aid. Keep ship records. Stock first aid kit. Follow health care procedures as directed by Captain.
- Positively represent Sound Experience and project SE's philosophies of care and concern for the Salish Sea.

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

- 18 years or older
- Physical ability to perform daily activities including hauling, climbing, balancing, lifting, stooping/crouching, kneeling, sitting.
- Ability to pass pre-employment background check
- Complete pre-employment medical form
- Prior experience organizing work parties and volunteers
- Experience in coatings, carpentry, rigging, sail repair preferred
- Be organized and self-motivated. Strong interpersonal and leadership skills.
- 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
- Ability to maintain high level of responsibility and accountability. Ability to monitor and supervise activities of shipmates and participants in potentially hazardous situations.
- 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/volunteers.
- Proactive work ethic: willingness to be flexible and help in any aspects of programming necessary

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