



## Waterfront Director

### Seasonal Position- 2018

**Full Time:** June 11 – August 26 (negotiable)

BSSC is looking for a Waterfront Director who, in collaboration with Principal Instructors, manages safe operations of all waterfront activities and assists in teaching an integrated sea and science curriculum for youth ages 5 - 17. BSSC is seeking an individual who has experience in and a passion for working with youth, a demonstrated proficiency in sailing, and a teaching style that engenders safety and learning while having fun. Self-motivation, a strong sense of responsibility to others, demonstrated management skills and relevant experiences of working with youth of all ages is required.

In cooperation with BSSC Executive Director, Principal Instructors, Instructors, and volunteers, the Waterfront Director is responsible for assisting with the development of new and/or expanding existing curriculum and activities for all sessions and with the delivery of these thematic materials that embrace hands-on experiential learning.\* The Waterfront Director will spend long days planning and teaching in a unique environment that takes advantage of the vast resources that the Boothbay Region has to offer.

\*An interest in the Marine Sciences is highly desirable.

The BSSC Executive Director oversees all operations and programs at the Center.

#### Minimum Qualifications:

1. Minimum Level 1 US Sailing Certification (required for employment)\*
2. Current First Aid ,CPR and AED Certifications (required for employment)\*\*

\* Level 2 US Sailing Certification preferred.

\*\*BSSC will reimburse half (50%) of the Certification Fees (if applicable and **only** upon successful completion of the course).

#### Highly Desirable Qualifications:

1. USCG License
2. American Red Cross Lifeguard Certification

#### Housing available.

**General Duties:** Manages/Supervises Instructors, and Volunteers.

- communicates and enforces guidelines, policies, procedures, schedules and programming verbally and in writing
- engages and motivates, at all times, participants, staff, and volunteers
- reviews the curriculum, equipment, and related daily activities with the staff during the week dedicated to staff orientation.

#### Responsibilities:

- maintains efficient operation of and assures safety of all waterfront and onshore equipment by inspecting, cleaning and repairing throughout the program.
- ensures a high standard of instruction by collaborating with Principal Instructors on all program curriculum goals and outcomes

- promotes, at all times, amongst the staff, participants and volunteers teamwork, curiosity about the sea and good stewardship of the ocean.
- assures, at all times, that the utmost safety of all participants on and off the water.
- adheres to, communicates and enforces all of the policies and procedures established by the Boothbay Sea and Science Center's Board of Directors and the Sea and Science Program Committee.
- assists in the development of weekly schedules and procedures for the Summer Program
- assists in implementing an integrated sea and science curriculum
- develops , in cooperation with the Principal Instructors, skill evaluation tools (i.e. "star chart", daily anecdotal notes, etc.)
- implements safety policies, guidelines and procedure
- implements Pre and Post Participant Evaluations
- maintains a weekly maintenance and repair equipment logs.
- maintains utmost confidentiality when managing and processing all participant records.
- writes a weekly article about the goings on at the Center for publication in the BSSC column in the Boothbay Register and emails the article to the Executive Director every Sunday before 5:00 PM (strictly enforced).
- meets weekly with the Executive Director and all BSSC staff.
- assists in the planning and the execution of regularly scheduled events to increase family participation, including but not limited to: Friday cookouts, evening socials, and any other activities that enhances family participation.
- reports to the Executive Director

**End of Season:**

- completes and submits to the Executive Director participant Pre and Post Evaluations
- submits to the Chair of the Program Committee all program modules and curriculums, equipment inventory, maintenance & repair logs
- reviews and updates Safety Policy
- oversees the storage of all program equipment including cleaning and seasonal maintenance.

**Other:**

- abstains, at all times during the work day and at any time when traveling with BSSC Program participants, from the use of any tobacco, alcohol or drugs. Any such use during the work day or during a trip with Program participants will result in immediate termination of the employment contract and suspension of further payments from the Center.
- accepts the BSSC's required background check and agrees to the terms and conditions of and abides by BSSC's Code of Conduct (COC) - and is always mindful that all staff and participants are adhering to the same standards of behavior set forth in the COC document.
- agrees to abide by and to accept all terms and conditions set forth in the employment contract that includes but is not limited to salary and employment benefits.

**BSSC Mission and Vision:**

*The **mission** of the Boothbay Sea and Science Center is the advancement of sailing, boating and ocean sciences by minimizing economic and physical obstacles and further to develop independence, self-confidence, teamwork and volunteerism in the participants. To inspire individuals to strengthen themselves and their community through the enjoyment of the sea.*

*BSSC 's **vision** is a community sailing and science education center that offers affordable access to waterfront activities for mid-coast Maine and summering youth through sailing programs and experiential learning activities not typically provided by other regional organizations.*

**Compensation:** \$8,000.00 - \$12,000.00

Commensurate with educational background, skill level and work experience.

**Contact:**

Please find employment application online at: [www.boothbayseaandsciencecenter.org](http://www.boothbayseaandsciencecenter.org)

Questions: Pauline Dion at [info@boothbayseaandsciencecenter.org](mailto:info@boothbayseaandsciencecenter.org)

BSSC is an Affirmative Action/Equal Opportunity Employer

**BSSC - P.O. Box 332 - East Boothbay, Maine 04544 - 207.350.5357 -  
[www.boothbayseaandsciencecenter.org](http://www.boothbayseaandsciencecenter.org)**