



Job Description: BSSC Apprentice – 2019
Reports To: President/Executive Director
Job Summary: Works in cooperation with the Education Program Coordinator, Principal Instructor, Instructors and Volunteers of the Boothbay Sea and Science Center to provide a safe, fun, friendly, enthusiastic, informative environment that fosters curiosity, cooperation, self-confidence and good sportsmanship.

General Duties and Responsibilities, Knowledge, Skills and Abilities (includes but are not limited to):

- takes direction from the Education Program Coordinator, Principal Instructor, and Instructors,
- enrolls in the required certification courses prior to the start of the Program: CPR, First Aid and AED certification (required); US Sailing Level 1 Certification (optional). BSSC will reimburse 50% of the Certification fee(s) upon successful completion of the course(s),
- participates in the 2019 pre-season work weeks (June 10 - 21) – **negotiable**,
- provides input to and assists in the implementation of the Sea and Science curriculum in the Mizzen, and Stays'l programs,
- maintains a high level of safety related to all procedures and engages in daily dockside and on the water “safety drills” with Instructors and students,
- promotes safe boating and sailing skills (in cooperation with the Education Program Coordinator, Principal Instructor, and Instructors) - principles to include but not limited to, weather observation and forecasting, sail trim, helming/piloting, navigation, tides and currents and VHF radio communication,
- engages, at all times, in responsible communication skills on and off the water including appropriate technical boating, sailing and marine science terminology and conduct,
- promotes at all times amongst the participants, teamwork, good stewardship of the ocean and citizenship while fostering the love of the sport of boating, sailing and the curiosity of science,
- supervises program participants during snack time and lunchtime,
- attends and participates in the Center’s Community and Family events,
- participates in the maintenance of boats and other equipment on a daily basis,
- supervises the maintenance of all dock areas and promotes good housekeeping,
- participates in the 2019 post-season closing work week (August 19 - 25) – **negotiable**,
- attends the Sea and Science Program staff meetings working with the Executive Director, Education Program Coordinator, Principal Instructor, and Instructors in the planning and evaluation of the Program,
- submits written requests to the Executive Director for absences during work hours. With the exception of a personal emergency, all absences during work hours must be applied for not less than two (2) day in advance and must be agreed to in writing by the Executive Director,
- abides by the BSSC Code of Conduct, at all times, and is mindful that all staff, participants and guests adhere to the same standards of behavior,
- abstains, at all times during the work day and at any time when traveling with Program participants, from the use of any alcohol or drugs. Any such use during the work day or during a trip with participants will result in immediate termination of employment.