

Outreach Coordinator Job Description

Overview:

Sail Sand Point is Seattle's Community Boating Center; a non-profit 501(c)(3) incorporated in 1998. We are dedicated to making sailing and paddling accessible to everyone regardless of age, income, or ability. Sail Sand Point offers a wide range of programs, including; summer youth camps, adult classes, race teams for middle school, high school and the University of Washington, boat rentals, community events, corporate and outreach groups as well as adaptive water sports serving those with physical, cognitive and emotional disabilities. Throughout all of these programs we served around 15,000 participants in 2018!

We are seeking a strong leader to work primarily with our Shipmates program. This program hosts groups that are typically made up of underserved youth that come from many different backgrounds. These groups will often participate in a combination of activities on the water using sailboats, SUPs or kayaks, and/or participate in STEM activities with concepts that pertain to the aquatic environment or sailing. Some of these participants have unique challenges or special needs, it will be your task to correspond with the groups' leaders prior to their visit to understand how we can best serve them and provide the appropriate resources and activities. You will be responsible for communicating these details to the SSP staff and volunteers that are involved in hosting these groups. You may also be involved in adaptive sailing, adult outreach groups or other SSP programs as needed.

Experience with sailing and watersports is valuable, however those skills can be taught. Preferred candidates will love working with people and are comfortable navigating the challenges that some groups and participants face. They will also act as a leader and role model to our staff of interns, volunteers and instructors.

Reports to: Youth Program Director

Classification: Seasonal Position, full-time (some evening and weekend work may be required)

Dates of Employment: June 19th - September 1st

Compensation: \$15.00/hour - \$17.00/hour DOE

Prerequisite Skills:

- Ability to communicate clearly and work collaboratively with co-workers and constituents of all backgrounds
- Passionate about enriching lives through recreational activity and environmental engagement
- Knowledge of safe boating practices, sailing and/or paddling experience preferred but not required
- Current CPR/First-Aid certification
- CDC "Head's Up" online concussion training
- Safety certifications such as US Sailing Level 1 Instructor or Lifeguard training are preferred but not required
- A bachelor's degree in recreation/teaching is preferred but not required

Essential Job Functions:

- Responsible for implementation and execution of daily outreach group visits
- Lead a small team of instructional staff and volunteers in providing a fantastic experience for each group
- Correspond with group leadership to understand special needs and develop/plan activities accordingly
- Create a welcoming and comfortable environment for all
- Work closely with staff to keep everyone on the water safe
- Enforce, and clearly explain SSP rules
- Work outside in the elements, rain or shine
- Anticipate and communicate equipment and staffing needs
- Answer basic questions about SSP's other programs and encourage participants to engage in other opportunities
- Engage groups after their visits for feedback and continued outreach
- Record and report any injuries or damage to equipment

Offers of employment are contingent on passing a criminal background check. Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

To apply send a resume and cover letter to info@sailsandpoint.org