

Outreach Assistant Internship 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. Our mission to bring the joy and life enhancing benefits of sailing and small boats to people of all ages, abilities and backgrounds. Sail Sand Point offers a wide range of opportunities; youth camps, adult classes, student sailing teams for middle school, high school and the University of Washington, boat rentals, outreach groups and adaptive sailing.

We are seeking an intern to work with our Shipmates program which hosts different community groups throughout the summer. These groups are typically underserved youth from many different backgrounds. Last summer we hosted 58 days of outreach groups. These groups will often do a combination of activities on the water in sailboats, SUPs or kayaks, and/or do STEM activities with concepts that pertain to boats or sailing. Some of these groups have special needs, it will be your task to correspond with the groups' leaders prior to their visit to understand what we can do to best serve them and provide the appropriate resources and activities. You will be responsible for communicating these details to the staff and volunteers that are involved in hosting these groups. You may also be involved in adaptive sailing or other SSP programs as needed.

Reports to: Youth Program Director, Outreach Coordinator

Classification: Seasonal Part-time Internship, 20-30 hours

Dates of Employment: June 24 – August 30

Compensation: \$15.00 per hour

Prerequisite Skills:

- Ability to communicate clearly and work collaboratively

Essential Job Functions:

- Assisting with implementation and execution of daily outreach groups
- Be part of a small team of instructors and volunteers
- 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
- 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
- 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 jobs@sailsandpoint.org

Sail Sand Point is an equal opportunity employer who believes every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Sail Sand Point does not tolerate any unlawful discrimination or harassment.