

Job Description

Maritime Educational Coordinator

The Living Classrooms Foundation is a nonprofit organization that provides hands-on education and job training, with a special emphasis on groups from diverse backgrounds. Utilizing maritime settings, the Foundation provides experience-based educational programs emphasizing the applied learning of math, science, language arts, history, economics, and ecology. The Living Classrooms Foundation has the goal of offering hands-on experience-based education programs that are of the highest quality and excellence. The Foundation's history and future focuses on hands-on education programs that motivate student through "learning by doing".

Summary: The Educational Coordinator oversees and implements the Living Classrooms Foundation's Maritime Education programs, including day trips and overnight trips on vessels, land/sea programs, charters, and virtual programs. On-water programs are aboard one of the Foundation's vessels, *Lady Maryland*, *Sigsbee*, or *Mildred Belle*. High energy, dedication, enthusiasm, flexibility, organization, professionalism, and strong work ethic are required to lead these programs.

Additionally, the Educational Coordinator is responsible for contacting the school/group prior to their scheduled trip and tailoring the educational programs based on participants' needs. The Educational Coordinator role requires experience developing and implementing group management techniques. This is critical for successful implementation of programs where the Educational Coordinator serves as manager of participants (students, interns, additional staff) and crew.

Essential Functions: Responsibilities of the Education Coordinator for assisting the education department with its objectives include, but are not limited to:

- Conduct and supervise safe and successful educational programs with assistance from onboard staff and other Living Classrooms employees.
- Become familiar with Living Classrooms safety and emergency protocol and procedures
- Work with staff in a professional and cohesive manner
- Work with the Maritime Education administration to address any conflicts with staff/or students in a timely fashion
- Research and prepare curricula for all programs
- Help create and post content on the Maritime Education department's social media pages (Facebook and Instagram)
- Capturing quality photos of our programming, organizing, labeling, and properly uploading/storing the photos in a timely manner throughout the season.

- Oversee land-based portion of programs with assistance from all other staff
 - Become familiar with and assist the crew with the ship's operations including (but not limited to) line/sail handling, navigation and manning the helm
 - Assist with ship's maintenance when needed
 - Become familiar with instructing groups with different needs and learning abilities
 - Encourage volunteers, interns, and crew to participate in all aspects of presenting the education program
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- Assist with training of interns, volunteers, and summer staff
 - Welcome, communicate with, and encourage participation of teachers in programs
 - Maintain and/or calibrate equipment
 - Maintain, monitor and care for education supplies to keep in good condition and supply
 - Record or oversee recording of accurate data (trawl, water quality, student assessment, teacher feedback, etc.)
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- Maintain professionalism at all times as an important representative of the Living Classrooms Foundation
 - Maintain a neat, orderly, presentable appearance while working whether in or out of uniform
 - Such other duties as are necessary for the operation of the programs or the Foundation or as assigned by the Maritime Education leadership

Minimum Requirements/Experience:

- Excellent communication and public speaking skills.
- A passion for nature and working with children in an informal setting.
- Previous experience working with youth and implementing group management techniques.
- Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination will be required.
- Must be willing to submit to pre-employment drug testing and background check, with negative results. All crewmembers will be enrolled in a random drug testing program for the duration of employment.

Desired Qualifications:

- Preferred background in environmental science, education, or related field.
- Experience working on or around boats, or a willingness to be trained.

Additional Information:

- This is a seasonal position that runs March - November 2023.
- **Responsible for working ten day-programs and two evening programs during the two week pay period**, including occasional weekends and/or evenings. Additional programs may be required for additional pay.
- Housing is available for interested parties.
- Lunch is provided during programs.
- Will be expected to lift moderately heavy objects and work outside in a variety of weather conditions, including rain, cold and hot weather.
- It is essential that crewmembers understand that shipboard life is demanding of both one's energy and time and that it may often be necessary to work extra hours until a project is completed or until a reasonable stopping point is reached.

Position Start Date: March 2, 2026

Job Duration: Seasonal Full-Time

Salary: \$1320/bi-weekly (\$16.50/hr)

Living Classrooms Foundation is an Equal Opportunity Employer. Minorities, Women, Handicapped Persons are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, handicap status, Vietnam era or disabled Veteran's status.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.