



*Empowering generations of students of all ages and backgrounds to become environmental stewards and transform their world through on-the-water experiences*

**Call of the Sea (COTS)**  
**Job Description-Program Coordinator**  
**Seasonal**

Call of the Sea (<https://callofthesea.org/>) is a 501(c)(3) educational sailing nonprofit that provides inclusive and equitable access to on-the-water science based educational programs that foster connection to the watershed and ocean. We aim to increase coastal access and empower people of all ages and backgrounds through experiential and environmental education on the water. We operate two tall ships, the 82' schooner *Seaward* and the 132' brigantine *Matthew Turner* in one of the world's great cities and most beautiful and challenging sailing locations. Call of the Sea strives to hire and support motivated staff who share backgrounds and experiences with the diverse communities we serve.

**Compensation:** \$2500/month plus room and board

**Qualifications:**

- Time management skills
- Customer service and communication skills
- Willingness to work hard and follow instructions
- Eagerness to learn
- Experience working with youth
- Experience with community living
- Spanish language skills preferred
- Basic knowledge of sailing

**Position Description:** This is a liveaboard position working 5 days a week with 2 days off. We are hiring for 3 different seasons, you can apply to work for more than 1 season:

Spring: March 1, 2024 - June 9, 2024, this includes uprig and ed sails with local schools

Summer: June 7, 2024 - August 25, 2024, summer camps and possibly some short overnight trips

Fall: August 21, 2024 - November 20, 2024, ed sails with local schools and possibly some downrig

*Matthew Turner* (132ft, 98 GT) is a wooden-hulled brigantine built in 2019 and certified by the USCG in 2020. She is one of the only electric hybrid USCG inspected passenger vessels in the U.S. *Matthew Turner* sails a robust daytime sailing schedule including ed sails, public sails, and private charters. There is the possibility of some short near coastal voyages during the summer.

*Seaward* (82ft, 68 GT) is a steel-hulled staysail schooner built in 1988 with recently upgraded systems throughout. *Seaward* sails a robust daytime sailing schedule including ed sails, public sails, and private charters throughout the year, with the possibility of some near coastal voyages to Monterey in the summer.

The role of the program Coordinator is to be the lead facilitator for all programming with Call of the Sea. The coordinators work primarily as part of the education team in conjunction as being part of the deck crew. For all matters pertaining to vessel safety and charting sail courses, the Program Coordinator will report directly to the shipboard team (First Mate/Captain). For all matters pertaining to educational needs in regard to the program. Program coordinators will report directly to the Educational Manager/Director.



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### **Primary Responsibilities**

- Assist with planning, logistics and on site coordination of programs and their activities. Programs include but are not limited to: Educational Maritime studies, Seamanship, Summer Camp, and overnight voyages.
- Support program growth and development as necessary.
- Create and maintain program records, reports, presentations, and proposals.
- Assist in developing and implementing experiential, academic, and team building activities.
- Prepare and maintain a variety of reports, records, and files related to program activities.
- Communicate with administrators, crew, and outside organizations to coordinate activities and programs.
- Operate an assigned computer and assigned software programs; operate other office equipment as assigned; drive a company-owned vehicle to conduct work.
- Manage crew work assignments during programs.
- Prepping surfaces and painting/varnishing
- Daily cleaning of vessel
- Perform jobs as assigned by the mates
- Learn safety procedures and how to use safety equipment
- Report any issues to the mates
- Learn how to sail both vessels
- Proper organization of tools and supplies

COTS prides itself in diversity and its Diversity, Equity, and Inclusion (DEI) culture. The highest standard of personal conduct and accountability is expected.

Call of the Sea does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and termination of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and members of the public.

**Hiring Process:** Please fill out the form at <https://callofthesea.org/work-with-us/> and submit a cover letter, resume and references.