

PLEASANT BAY COMMUNITY BOATING

Job Description: Science Coordinator

Pleasant Bay Community Boating is a 501c3 non-profit that offers boating, marine education, and environmental stewardship opportunities to residents and visitors to the Pleasant Bay area. We are dedicated to serving all members of the community including those with physical, developmental and cognitive disabilities, as well as under-served families. We offer youth and adult sailing lessons, community outreach sailing experiences, adaptive boating, marine science camps and hands-on activities, and boat rentals. Our fleet includes Flying Scots, Sunfish, 420s, Catboats, Kayaks, Lasers, Optis, and a solar-powered floating classroom.

PBCB is looking for a Science Coordinator to oversee our science instructors and programs. Our ideal candidate is motivated, passionate, flexible, upbeat, organized, and able to think on their feet. We're looking for somebody that is excited to create and implement a curriculum for science enthusiasts of all ages. Our Science Coordinator will be confident with a range of topics relevant to the area, including ecosystem ecology, geology, and natural history. The Science Coordinator reports to the Program Director and manages all other science staff, Junior Instructors, interns, and volunteers. This role is full time May through August, part time in April and September, and is budgeted at \$22/hour.

Responsibilities:

- ❖ Become familiar with our offerings and be able to answer questions from the public about PBCB's programs and mission.
- ❖ Oversee existing science programs (spring/fall field trips and summer camp) and strive to improve each year.
- ❖ Plan and run an engaging Sailing & Science Camp program, based on existing curriculum.
 - Coordinate with local scientists and experts, who will act as guest speakers and activity leaders.
 - Hire seasonal marine education instructors and train, mentor, and oversee all science staff, mainly camp instructors and Junior Instructors. The Program Director will plan a general seasonal training that covers PBCB's policies, but additional training specific to the science program will be necessary.
- ❖ Work with the Program Director and Vessel Operations Coordinator to run floating classroom programming for school and outreach groups.
 - Coordinate, plan, and schedule field trips with local teachers.
 - This role includes planning and teaching curriculum, as well as serving as a naturalist and crew on the vessel.
- ❖ Maintain updated permits (currently, Scientific Collection and Lobster Pot permits).
- ❖ Create an annual budget for all science programs.
- ❖ Maintain an inventory of relevant scientific equipment and purchase additional gear as necessary.
- ❖ Always adhere to and reinforce PBCB's policies and procedures.
- ❖ Be a flexible team player and communicate needs/concerns with other senior staff and supervisors.

Required Skills:

- ❖ Undergraduate degree in a relevant scientific field
- ❖ Some background in educational program and curriculum development
- ❖ Interest or experience working in an outdoor education or camp setting
- ❖ Interest or experience relevant to working as a naturalist and crew member on our 37-foot floating classroom
 - All floating classroom crew must join a random drug testing program, per the USCG, for the duration of the program season (May – September)
- ❖ Experience or willingness to learn to drive a powerboat, kayak, and/or canoe
- ❖ Willingness to learn how to run a shellfish aquaculture upweller
- ❖ Strong leadership qualities and the ability to take initiative
- ❖ Excellent writing skills
- ❖ Interest in working with people of all ages and with a range of physical or developmental challenges
- ❖ Comfort with speaking in front of groups and leading classes or experiences
- ❖ Familiarity with Microsoft programs and the ability to learn the basic functions of our booking software
- ❖ Current First Aid and CPR certification or willingness to obtain one
- ❖ Certifications strongly considered: USCG Launch Tender or Captain, US Sailing Instructor Levels 1-3 or Adaptive Endorsement, US Powerboating Instructor, American Red Cross Lifeguard, or any other certifications relevant to boating, sailing, marine science, or teaching

Please send cover letter and resume to: Ali Hogue, Program Director, at hoguea@pccb.cc.