

Shipboard Program Coordinator:

The Bayshore Center at Bivalve's mission is to inspire people to take care of the environment, history, and culture of New Jersey's Bayshore region through education, preservation, and example. Our primary vehicles for accomplishing this mission are the sailing classroom, the historic schooner A.J. Meerwald, and the Bivalve Center, an educational facility for exploring the region's rich environment and heritage located on the Maurice River waterfront in southern New Jersey.

The Shipboard Education Coordinator is responsible for the on-board programming for school groups and the public throughout the sailing season and assisting with on-shore programming. This is mainly a supervisory position with teaching when necessary.

Duties:

- Report to Executive Director and Captain(s)
- Coordinate on-board Education, Charter and Public Sails, and Ports-of-Call events.
- Coordinate major shore-based programming (Wild About Cumberland & Kids About the Bay)
- Ship's Scheduler; Outreach to schools, potential charters, summer camp groups, etc.
- Shipboard Volunteer Coordinator; organize volunteer training, liaison for volunteers
- Supervise, hire and train crew
- Curriculum and program development
- "Wines & Dines" passengers; ensures quality programs and customer satisfaction, promotes repeats and all BCB programs, and seeks out new sail leads.
- Prepare monthly and end of year reports, trawl reports and applications, etc; Maintain records, evaluations, and equipment and supplies

Qualifications:

- Degree in History, Natural Resources, Marine Biology, Environmental Education, or related field
- A strong environmental ethic, plenty of stamina, flexibility, and a positive attitude
- Experience training, supervising, and evaluating volunteers and educators
- Environmental education, curriculum development & scheduling experience
- Planning and implementing day long as well as week long camps
- Knowledge of Tributaries, Estuaries, and Bay flora and fauna; Knowledge of oysters and the oyster industry preferred but not required
- Able to handle and teach with local sea life while engaging students
- Sailing/boating experience preferred but not required
- CPR/First Aid, training will be provided to those who do not have certifications
- Microsoft Word and Excel

What we offer:

- Environmental education and supervising experience & Sail training
- Knowledge of issues and ecology of Southern New Jersey waterways, the Delaware Bay, and the Oyster industry
- Full-time, year round position; Salary dependent on experience
- Three meals (mostly vegetarian) a day when on the boat
- Sea stories, experiences, and some amazing photographs; Splinters and some serious calluses!

