

## **Program Manager Position Description**

**Introduction:** The Community Boating Center (CBC) is a non-profit organization dedicated to fostering small-watercraft education including cold-water safety, access, and marine stewardship on Bellingham Bay.

Our programs and services are available to all ages and backgrounds. We teach to USSailing and American Canoe Association standards through a variety of on-land and on-water courses. We rent kayaks, sailboats, rowboats and paddleboards, as well as provide guided paddles seven-days-a-week during the summer. We offer year-round dry moorage for people wanting secure access to their boat. The Center was founded in 2006 and is supported by a strong community of donors, students, volunteers and tenants.

**Position Overview:** The CBC Program Manager develops on-water lessons, workshops and classes, summer adult and youth programs, and guided paddles, and teaches as needed. She/he administers the hiring, placement, training and supervision of program staff. She/he develops course and class schedules, establishes course outcomes and administers pre- and post-course evaluations. She/he has authority for managing program budget and staffing decisions. This position reports to the Executive Director.

**Position Term:** This is a permanent position. It is offered as a 0.8 FTE position, with 40 hours/week minimum mid-February – mid-October, and flex time mid-October – mid-February, with the potential to grow to full time year round.

### **Areas of Responsibility:**

#### **A. Boating Instruction and Other Education**

- Oversees the instruction of all boating and shoreside classes and summer camps
- Adapts curriculum from national organizations such as the USSailing and American Canoe Association
- Conducts program planning, implementation, and evaluation, and writes annual report
- Participates in boating instruction as needed
- Facilitates a pathway for sailing instructors to become certified at USSailing Levels I and II, and kayak instructors to become certified at ACA Levels I and II
- Develops educational programs (such as STEM modules) with schools and community partners using boating and the marine environment as the learning platform

#### **B. Program Management**

- Works with the Programs Committee, which reports directly to the Board of Directors
- Collaborates with the Executive Director and the management team to review existing risk management policies, maintain comprehensive risk management and emergency action plans, and conduct ongoing drills
- Manages staff hiring, training, credentialing, evaluation and retention of seasonal program staff
- Develops and tracks program budget with guidance from Executive Director

### **C. Office and Technology**

- Participates in grant writing
- Participates in website updates
- Participates in developing program marketing materials (brochures, posters, social media promotions, etc...)
- Demonstrates willingness to learn skills as needed (such as Quickbooks, DonorPerfect, Regpack, etc...)

### **D. Community Engagement**

- Provides leadership for program marketing, outreach, and community partnership building
- Provides a “face” for the CBC programs through speaking with service clubs and the general public

### **Preferred Knowledge, Skills & Abilities:**

- Track record of providing leadership among peers and the community
- 1-3 years of curriculum development for youth and adult educational programs
- Experience with risk management, including planning and implementing safety policies and emergency action plans
- 1-3 years of staff hiring, development, evaluation and retention
- Experience with marketing, outreach and community partnership building
- 1-3 years of recreational sailing and kayaking program management
- Budget development and tracking
- Public speaking, and excellent verbal and writing skills
- Experience as a sailing instructor
- Must have or be able to obtain a Washington Boater Safety Card and CPR/First Aid/AED Certification, and successfully pass a FBI and DOJ Criminal Check
- Proficiency with Google Drive, word processing, Quickbooks, and database management
- IT skills (website design/maintenance, networking, on-line classes)
- Experience with online registration system
- Graphic design/photoshop/brochure design
- Experience with STEM education using boating and marine environment as the learning platform
- Grant writing experience
- USSailing Level I instructor trainer
- ACA Level II kayak instructor trainer
- Sailboat racing skills, familiarity with race rules, organizing racing events, etc...
- Sea kayak touring instruction experience

**How to Apply:** Please send your cover letter, resume, and three professional references to the Acting Director, Erica Reed.

Email: [erica@boatingcenter.org](mailto:erica@boatingcenter.org)

Postal: 555 Harris Avenue, Bellingham, WA 98225