



Waterfront Program Manager

The Anacortes Waterfront Alliance (AWA) is a nonprofit organization dedicated to waterfront access, preservation, and experience. AWA is currently seeking an inspirational Waterfront Program Manager to join our team and manage waterfront staff in a safe and fun environment. This position has the potential to grow in scope, responsibilities and compensation as new programs are developed.

Employment Status & Compensation. This position is classified as hourly, non-exempt. Hourly compensation will be based on relevant experience.

Job Description. The Waterfront Program Manager position encompasses the oversight of all sailing and water related activities at the Anacortes Waterfront Alliance. This includes Sailing Teams, Summer Camps, AWA Rental Kiosk, the potential development of rowing classes and opportunities, and program planning.

Fall & Spring Sailing Teams

1. AWA hosts High School and Middle School Spring and Fall competitive racing teams. The Sailing Program Manager will act as Head Coach and/or hire and manage the Head Coach for both teams.
2. Head Coaching duties include team management, weekly practices, and weekend regattas around the state of Washington and Oregon. This may include towing boats to regattas and/or organizing tow vehicles.

Summer Programs

1. The Program Manager will oversee all operations of the AWA Learn to Sail program. This includes youth Watersports and Sailing Classes, as well as adult Learn to Sail classes.
2. The Program Manager will hire, train, and manage summer staff. The Program Manager will act as lead instructor or manage the lead instructor.
3. The Program Manager will set up and facilitate registrations for summer programs.
4. The Program Manager will staff and manage the operations of the AWA Community Rental Kiosk for sailboat and paddle sport rentals.
5. With the guidance of the Executive Director, the Program Manager will liaison with the Anacortes Parks and Recreation Department regarding its offering of summer sailing lessons.

Program Management

1. Attend monthly AWA Board meetings.
2. Contribute to yearly budget and program planning.
3. Maintain and/or facilitate the upkeep of the fleet of AWA boats.
4. Serve as lead Safety Officer for on the water activities using protocols consistent with US Sailing and US Rowing.
5. Report to the Executive Director for guidance and supervision.

Preferred Qualifications

- Washington State Boater Education Card.
- Valid Driver's License.
- Basic First Aid/CPR certification.
- US Sailing Level 1 Certification or equivalent certification or be in the process of obtaining one. AWA will reimburse registration fees associated with US Sailing Level 1 Certification.
- AWA provided background check.
- Be at least 21 years of age.
- Be able to lift up to 50 pounds, have the stamina to occasionally stand and walk for a minimum of four hours, and be able to move your body in small spaces for extended periods of time.
- Agree not to use alcohol, tobacco, or recreational drug products of any kind while on the job.
- Must be able to safely and effectively run a motorized safety boat and act appropriately in emergency situations.
- Knowledge of safe motorboat operation and on the water rescue.
- Understanding of boating safety and cold-water safety
- Punctual and self-directed

Business expenses. Reasonable business expenses you incur with your own funds may be reimbursed by submission to the AWA Treasurer.

Zero Tolerance of Harassment. This position interacts with younger staff and members of the public. Your obligation to guard against any form of harassment or inappropriate conduct involving such persons is heightened. You are subject to, and should implement for all staff and volunteers, a "zero tolerance" policy for any form of harassment or inappropriate conduct at all times. A harassment policy providing additional details will be furnished to you under separate cover