



# OCEAN INSTITUTE

## Maritime Instructor

**Reports to:** Program Directors/Coordinators  
**Status:** Part-time (variable hours, generally 15-28 hours/week), Non-exempt  
**Supervises:** Students as assigned

## GENERAL DESCRIPTION

Maritime Instructors teach award-winning educational programs aboard two Tall Ships, *Spirit of Dana Point* and *Pilgrim*. Instructors dress in period costumes, and use role-play, combined with traditional teaching skills and strategies, to take students grades 4 and above on exciting voyages of learning. Programs take place dockside in Dana Point Harbor and on the wide open sea.

## REQUIREMENTS

- Must be able to fulfill the Essential Functions of the Instructor position.
- Four-year degree in education, social science, or drama. Equivalent relevant work experience may be acceptable.
- Demonstrated experience working with children in an organized educational or recreational setting.
- Ability to work overnight programs and weekends.
- Ability to work independently.
- Committed to excellence and furthering the educational and environmental mission of the organization.
- Maintains certifications in First Aid and CPR.
- Upon job offer, completes a fingerprint and background check.
- Upon hire, participates in United States Department of Transportation and Coast Guard required drug-testing program.

## ESSENTIAL FUNCTIONS

- Demonstrates the ability to positively maintain a focused learning environment in a variety of situations and settings.
- Demonstrates knowledge and understanding of California natural and cultural histories. Uses teaching techniques to dynamically present the facts and underlying principles of these disciplines to students of a wide range of ages and abilities.
- Demonstrates the ability to utilize the program's characters in role-play to dramatically and effectively engage the students while meeting the goals and objectives of the program as outlined in the staff training manual.
- Displays knowledge of California history and the American Revolution.
- Dresses in period-specific costumes to recreate the lives of men who worked aboard ships such as ours in the 1700's and 1800's.
- Keeps abreast of current information in the fields of social science and education.
- Explains safety procedures to participants in educational activities and strictly enforces safety guidelines.
- Works with supervisors to resolve participant behavioral problems.
- Understands and maintains safety and conduct expectations outlined in the Ocean Institute Employee Handbook and other Ocean Institute documents.
- Assists in the maintenance of equipment and supplies.
- Assists the program director/coordinator in the overall administration of the program.
- Assists the program director/coordinator in implementing new curricula.
- Participates in Ocean Institute staff meetings, training and enhancement activities.

- Interacts professionally with colleagues and public.
- Works as part of a team with other Ocean Institute staff members and uses interpersonal communication techniques to ensure the success of the programs and positive work environment.
- Maintains a positive attitude in a vigorous working environment.
- Performs other duties as assigned.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires working in a variety of physically demanding and potentially hazardous environments, both on land and at sea. For example, staff working onboard the vessels will lift and handle nets and other objects of up to 50 pounds while at sea. Employees must be able to lift or move objects weighing 25 pounds unassisted.
- While performing the duties of this job, the employee is frequently required to stand for extended periods of time. The employee may also be required to bend, crouch and sit.
- This job requires the use of hands to handle, control, or feel objects or tools.
- Specific vision abilities required by this position are perception and the ability to adjust focus.
- This position requires the employee to work outdoors, exposed to all weather conditions, as well as dust, pollen, plant life, insects and wildlife.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate. Requires occasional work where the sounds and noise levels are distracting or uncomfortable.
- Requires face-to-face discussions with individuals.
- Requires occasionally dealing with unpleasant, angry, or discourteous people.
- Requires making decisions that affect other people, the financial resources and the image of the Ocean Institute.
- Requires making decisions that impact the results of co-workers, clients or the company.
- Requires work with others on a group or team.
- Includes responsibility for work outcomes and results.
- Includes responsibility for the health and safety of others.

The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Ocean Institute.