

PORT CAPTAIN/SLOOP LIAISON (PART-TIME)

Hudson River Sloop Clearwater is looking for a Part-Time Port Captain/Sloop Liaison to support the onboard senior captain and crew. The Port Captain will work as a liaison between the boat, its crew, the Clearwater staff, Board of Directors, US Coast Guard, and other outside agencies.

KEY RESPONSIBILITIES

Human Resources

Spring-Summer-Fall administrative duties will include: advertising crew positions, interviewing, hiring, setting up background checks and drug testing, filing, prepping for crew arrival, creating and distributing a crew handbook, ordering and issuing crew uniforms.

Winter administrative duties will include: Finding a crew apartment and being the point-person for the lease, working with the staff on winter programs, potlucks and volunteer opportunities.

Liaison

- Administrative management of Coast Guard inspections, in conjunction with the senior captain.
- Work with the Education department on potential new programming that may involve maritime aspects.

Grant and Financial Support

- In conjunction with the senior Captain and Finance Director, the Port Captain will manage the budget and work with staff on grant opportunities and reports.
- Be available to the development department and education departments for meetings/site visits.

Social Media

- Create and maintain a Captain's blog. Contribute daily Sloop Scoops (interesting and relevant tidbits on the Sloop, River and marine life) for the media manager to post on FB.

DESIRED SKILLS/EXPERIENCE

- A USCG 100 ton inland Master's license (aux. sail) a plus
- Knowledge of the Hudson River and sailing a similar size vessel
- Excellent Human Resource and administrative skills, including computer proficiency - specifically MS Office products
- Interest in the environment and issues related to Clearwater's mission
- Understanding of the Clearwater organization, mission, and membership structure
- Other duties as needed.

To apply, e-mail resume and cover letter to office@clearwater.org