



**Hudson River
Sloop Clearwater**
America's Environmental Flagship

Onboard Program Coordinator (OPC)
Full time, Seasonal (February-November)
Applications due: December 5, 2025
Position start: February 2, 2026

About Hudson River Sloop Clearwater

Hudson River Sloop Clearwater is a member-supported non-profit organization whose mission is to protect the Hudson River by inspiring lifelong stewardship of the river and its tributaries with innovative advocacy through education programs. Launched in 1969, the organization's namesake historic sailboat, the sloop *Clearwater*, has helped people engage with and learn about the Hudson River for over 50 years.

Position Overview

The Onboard Program Coordinator leads and facilitates educational programming both onboard the sloop and onshore. The OPC recruits, trains, and manages onboard volunteers, maintains educational supplies, liaises with teachers and volunteers, and acts as host on public and charter sails. This position reports to Clearwater's Director of Education and will alternate weekly between working and living communally onboard the *Clearwater* (facilitating programs) and working on shore (volunteer communications, planning, teaching). Competitive applicants will have a background in environmental education and volunteer management, with a strong work ethic, organizational skills and be prepared to work outdoors in all weather on the Hudson River.

Position: Onboard Program Coordinator

Posting Closes: Dec 5, 2025

Start Date: February 2, 2026

Hours: 20 hrs/wk to start; increases to 40 hrs/wk on March 1; up to 50 hrs/wk between April 18-July 31st), 40 hrs/wk August-November

Compensation: \$16.00 per hour (overtime at \$24.00 per hour, max 10 OT hours per onboard week), paid bi-weekly. Five paid personal days plus accrued sick time.

Location: Live onboard the sloop *Clearwater* anywhere between Albany and Brooklyn during onboard weeks; alternate weeks are off the sloop. Sailing season is April 18-July 31

Schedule: Alternate one week onboard, one week onshore

Onboard Week: Early Sunday morning through Saturday afternoon

Onshore Week: 4 of 7 days off; 3 days working (Tuesdays required in-person at Beacon, NY office, other days can be flexible and remote with approval)

Important Notes: The OPC is a drug-tested member of crew on the Coast Guard roster and **must** pass an initial drug screening upon employment and as randomly requested by the Coast Guard throughout the season.

The OPC is responsible for securing their own housing during their onshore weeks throughout the season. We can assist in finding housing in the area.

The sloop will be sailing a shortened season from April through the end of July before coming out for a ten-month restoration, at which point the OPC will transition to teaching onshore, in classrooms, and other areas where needed through the end of November.

Job Overview

Clearwater's Onboard Program Coordinator's (OPC) two primary responsibilities are:

1. Lead Clearwater Programs. This includes in-school and land-based programming during onshore weeks/when the boat isn't sailing, and facilitating up to two 2.5-hour education sails per day for groups of varying ages onboard the sloop; corresponding with teachers the week prior about arrivals, departures, questions, and directions.
2. Managing and training onboard volunteers, who live on the sloop for a minimum of one week and learn to assist in teaching stations during the Sailing Classroom programs.

Additional responsibilities include:

1. Acting as the host for public and charter sails. This includes greeting any speakers/musicians who may be onboard for programs, checking passengers in through our booking software (FareHarbor), and socializing/speaking casually with guests throughout the sail.
2. Providing information to guests of other offerings/events by Clearwater, membership options, and opportunities to volunteer or donate
3. Interviewing, scheduling, and coordinating with potential onboard volunteers, ensuring their compliance with policies and onboarding paperwork.
4. Liaise with teachers, ensure education materials are supplied, and work on program reporting and communication with the Clearwater office.
5. Maintaining accurate records of all fish caught onboard for permit reporting purposes.

Onboard Program Coordinators report to the Education Director, with Captain oversight during onboard days. OPCs are expected to communicate consistently with the captains, mate, fellow OPC, Sales and Booking Coordinator, as well as other folks in the office as needed.

Onboard Program Coordinators can expect to gain:

- Sea time ('hours at sea') that may count toward some marine certifications and licenses
- Teaching experience and knowledge of NYS standards, including newly adopted Portrait of a Graduate
- Knowledge of sailing and sailing history; building sailing skills
- A greater familiarity with the ecology of and challenges facing the Hudson River
- An incredible onboard community
- A lasting relationship with one of the most prestigious environmental education organizations in the Hudson Valley
- Room and board while living on the boat (April through July)

This position is required to pass a pre-employment drug test and background check.

Regular responsibilities:

- Recruit, select, and coordinate with volunteers, preparing them for their time onboard.
- Train incoming crew and volunteers to teach the Sailing Classroom's learning stations each week: primary stations are Navigation, Life (fish ID and ecology), Water Quality, and Indigenous Peoples of the Hudson Valley. Other topics can include climate change, marine debris and microplastic pollution, history, art, knots, mechanical advantage, and sail theory.
- Support the comfort, wellbeing and educational preparedness of volunteers.
- Maintain education supplies including a fishing trawl net, navigational charts, water quality testing equipment, and assorted printed materials. Inventory supplies and keep a record of their condition throughout the season. Keep the Education Director updated for purchase needs.
- Act as the primary caretaker of fish and macroinvertebrates in the onboard aquarium. Identify and log all fish caught in accordance with catch-and-release permits. Communicate with specialists as needed.

- Maintain a strong line of communication between the boat and office (attending meetings, answering messages in a timely manner, etc).
- With the assistance of the Education Director, plan and facilitate up to three summer three-day Youth Empowerment Programs onboard to include recruiting participants, coordinating supplies, and ensuring programs are adequately staffed.
- Work closely with the other Onboard Program Coordinator to fulfill responsibilities of role and ensure consistent communication about programs with captains and crew.
- Stay up to date on environmental issues developing in the Hudson Valley and pass along information regularly to crew and volunteers.
- Be an exemplary crew member and model good shipboard/community behavior, along with a basic understanding of the ship's systems.

Desirable Qualifications

Research shows that women and people from under-represented groups often apply to jobs only if they meet 100% of the qualifications. Please know that no one ever meets 100% of the qualifications. If much of this describes you, we encourage you to apply.

- Background in education, environmental studies, public speaking, leadership, or related fields
- Experience teaching and managing volunteers
- Knowledge of the Hudson River (and/or estuary and environmental science more broadly)
- Public speaking and customer service skills
- Ability to think on one's feet and adapt programming to changing conditions
- Curiosity and a desire to learn more about the environment and history of the Hudson River Valley
- Sailing and/or musical experience not required but is a plus
- Ability to thrive in communal living environment
- Strong work ethic and organizational skills
- Enthusiasm for working outdoors in all weather conditions on the beautiful Hudson River

Clearwater acknowledges that the construct of race disproportionately affects Black, Indigenous, and People of Color. Clearwater respects LGBTQIA+ people; we use language and actions that are respectful of all gender identities and sexual orientations. Clearwater celebrates and welcomes members of any race, color, religion, national origin, sex, sexual orientation or identity, physical or mental ability, or age to apply.

To apply, please send a resume and list of three references to hr@clearwater.org with the subject line "Onboard Program Coordinator 2026." The interview process includes an initial 30-minute introductory interview with HR. Candidates who progress to a second interview will speak with the Education Director and other staff members either in person or virtually. Depending on the candidate pool, a third interview may also be scheduled. Candidates should be able to begin in-person at the beginning of February and are expected to be available for the entire sailing season, through at least the second week of November.