Position Title: UBW Program Assistant

Department: Office of Experiential Learning

Reports to: UBW Program Director

Salary Range: PT (25) hours per week at $20 per hour

Position Summary: Assist the UrbanBoatWorks Program Director with oversight of youth apprentices working as shop assistants to staff and volunteers during the 2019/2020 in school and afterschool build cohorts. Responsible for boat shop safety, security and maintenance and practices are documented, posted and clearly known as the rules of the shop. The UBW PA works with and is part of the team in the Office of Experiential Learning to lead summer boating and boat repair/maintenance for the summer RiverGuides program.

Essential Job Functions

1. **Youth Engagement, Instruction, and Development**
   - a. Transportation of students
   - b. Leadership of building projects
   - c. Administration and reporting of project assessments (providing metrics for program analysis)
   - d. Instruction and enforcement of safety rules and regulations
   - e. Inventory and purchase of necessary project supplies
   - f. Care and maintenance of shop space and UBW boats and trailers

   Support in implementation of on-the-water programming including:
   - g. Student, community and corporate paddling experiences on local waterways
   - h. Swim lessons for program participants
   - i. Boating instruction for program participants

2. **Facility and Capital Maintenance and Management**
   - a. Assist the UBW Program Director with responsibility for security and upkeep of boat shop in coordination with the Camden Shipyard Maritime Museum (Landlord).
   - b. Assist the UBW Program Director manage all resources, stocking shop, inventory tools and equipment along with up to date first aid kit and fire prevention equipment.

3. **Administration**
   - a. Comply with all SOP’s for expense records and proper reporting of all expenses under direction of the UBW Program Director in coordination with Assistant Director of Experiential Learning.

4. **Human Resource Management (Volunteers)**
   - a. Assist with the volunteer training and info sessions as asked.

5. **Boatbuilding and STEM project Management**
   - a. Assist UBW Program Director in the sale of selective boats through an online sales venue with UrbanPromise and other boat related sites.

6. **UrbanPromise and Departmental activities**
   - a. Support and collaborate with the Environmental Education Program Director on all on the water activities and initiatives that come out of the OEL.
   - b. Assist the Experiential Learning Staff with both the Pedal and Paddle for Promise fundraising events.

Job template form can be found on shared drive in HR folder labeled (HR forms)
c. Attend and actively participate in regular staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
d. Participates in both personal and staff performance evaluation process

Essential Job Requirements:

**EDUCATION**
Associate or bachelor’s degree, with experience in boat building and repair.

**EXPERIENCE**
Youth Work Ministry, Experiential Learning, Wood Working, Water Safety

**REQUIRED SKILLS**
Good general knowledge of woodworking and wood shop skills. Strong organization and resource management skills. Strong leadership and supervisory skills. Proficient verbal and written skills. Ability to clearly communicate vision, goals and tasks to students and volunteers. A solid team player and connector of youth and volunteers in UBW. NJ Driver's License in good standing.

**PREFERRED SKILLS**
Comfort on the water with youth and small boat handling (canoes-kayaks). Comfortable driving a van and pulling a boat trailer. Driver's License with CDL endorsement.

**PHYSICAL REQUIREMENTS**
Able to lift small boats 50 lbs overhead onto trailers, possess good mobile agility, strong back for carry supplies and boats in and out of shop and on and off of trailers. Proficient swimmer and comfort with small boat handling.