



Thank you for your interest in High School Program Assistant opportunities at The Center for Wooden Boats!

Since its inception, CWB has been a place where people can thrive doing things in and around boats. A High School Program Assistant has the opportunity gain valuable job skills and maritime heritage skills while working on tasks essential for the operation of CWB.

What will Program Assistants will be doing?

In general program assistants volunteer in the following areas:

- Field Trips (helping instruct younger visitors during groups visits)
- Youth Sailing (assisting in our youth sailing lessons)
- Livery (working with boats and customers in our boat rental operation)
- Marketing and Communication (maintaining press list and posting events)
- Visitor Services (greeting visitors, customer service and gift shop)

Because we are a small, but bustling, non-profit, on a given day program assistants could be pitching in on virtually anything that occurs at CWB.

What's involved in a High School Program Assistant position? What sort of time commitment is it?

Time, desire to learn, and willingness to work with the public are the qualities we look for in applicants. Most program assistants work 20 hours per week, for a minimum of three weeks during the summer. The Livery program assistant will work 10-16 hours a week for six weeks from mid-July through August. During their tenure with CWB, the program assistant will be learning the necessary skills for their job area, then work on tasks that utilize these skills. All of the jobs at CWB involve education, customer service and outreach. From structured classes to just answering the questions of a curious public, it is the role of all CWB staff and volunteers to educate visitors or direct them to someone who can.

Program assistants will also have unique opportunities over the course of the summer to improve their own seamanship and participate in special events & trainings to bond with fellow participants.

When can I start?

This year, the program will begin June 17th and run through August 30th. Training dates will be scheduled based on department and applicant availability. Positions can be extended into the school year with parent and staff approval.

Who will be working with the Program Assistants?

CWB Sailing Education Director, Mindy Ross, will be the main contact for the High School Program Assistants. In addition to this oversight, all program assistants will be assigned a lead staff person who will mentor and coordinate their individual experience at CWB. All of our staff and volunteers have been screened by the Washington State Patrol.

What about family trips?

No problem. As long as the program assistant is still able to commit to the required time commitments, family trips can definitely be accommodated with prior notice to the staff mentor.

How does one apply? What does it cost?

Fill out an application and send it along with a cover letter. In the cover letter make sure you state why you're applying and what your preferred area of work. Application deadline is May 31st. There is no cost for this program. Check with your school counselor as volunteer hours accrued in this program may apply towards community service credit.

If you have any questions that were not covered here, please feel free to call or email.

Thanks for applying, and good luck!

Sincerely,

A handwritten signature in black ink that reads "Mindy Ross". The signature is written in a cursive style with a large, looped "M" and "R".

Mindy Ross
Sailing Education Director
The Center for Wooden Boats
206-382-2628 ext. 21
mross@cw.org



2013 High School Program Assistant Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ E-mail Address: _____

Birth date: _____ Grade (Fall 2013): _____

Parent or Guardian Name: _____ Phone: _____

List the dates you are available to work (June 17th through August 30th, 2013):

What hours/days are you available to work: (9am-8pm/Monday-Sunday)

Have you ever worked/volunteered for The Center for Wooden Boats? If yes, in what capacity and when?

References

Please list three professional or personal references.

Full Name: _____ Relationship: _____
Organization: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Organization: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Organization: _____ Phone: () _____
Address: _____

Applicant Questions

Answer the following questions to the best of your ability, being as detailed as possible. Feel free to attach additional paper as needed.

1. Why do you want to be a Program Assistant at CWB?

2. Describe your experience working with children:

3. Describe any previous work or volunteer experience that might relate to the program:

4. Describe your ideal work environment when working on a project either for yourself, work, or school. (Do you like to work with a partner, in a group, by yourself? Do you like detailed instructions or do you like flexibility in designing your own projects?)

5. At CWB we do a lot of different things. Please rank the following activities in order from 1-4. Begin with the activity you are most interested to the one you have least interest in. Briefly explain each preference.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - Field Trips (helping instruct younger visitors during groups visits)
 - Sailing Instruction (assisting instruct in our youth sailing lessons)
 - Livery (working on the docks in our boat rental operation)
 - Marketing and Communication (maintaining press list and posting events)
 - Visitor Services (greeting visitors, customer service and gift shop)

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

Applications are accepted on a rolling basis. Please return completed application by May 31st to Mindy Ross, Sailing Education Director at mross@cwbc.org or mail to:

The Center for Wooden Boats
Attn: Mindy Ross
1010 Valley Street
Seattle, WA 98109

If you have any questions, please contact me via email or phone 206-382-2628 ext. 21