

# COASTAL MAINE BOTANICAL GARDENS

## Boat Tours Captain

**CMBG Mission:** The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants and nature through horticulture, education and research.

**Summary:** The Boat Tours Captain is responsible for all operations on both the Beagle (electric) and River Song (diesel), including readying for launch, maintenance, embarking/disembarking guests, performing tours, ensuring a pier, and performing end-of-year storage tasks.

### **Essential Functions:**

- Handle and assess all aspects for official Coast Guard certification:
  - Be certified and maintain current Master Inland License, as a minimum Register with the Maritime Drug Consortium
  - Direct and complete Certificate of Inspection (COI) process
- Launch and ready both boats, including the dingy, for the season's use
- Command vessels according to planned routes and their timed schedules, accounting for tidal water depths
- Inspect, assess and perform all maintenance tasks
- Operate and maintain engines, battery power systems, navigational systems, and all safety equipment
- Maintain a safe pier facility
- Follow the "script" of factually accurate information, perform an engaging verbal tour during the hour-long ride
- Safely embark and disembark guests for their reserved tours
- Work with Education Department/Philanthropy Department/Marketing Department to assess any interpretation needs covering the scheduled tours.
- Perform other tasks as needed.

**Qualifications:** The successful candidate must be organized and have a strong eye for detail in order to effectively deal with any problems in the near-shore sea; have strong guest services/customer service skills, as well as commitment and satisfaction in serving the guests who visit Coastal Maine Botanical Gardens; have a pleasant and engaging personality; possess a keen interest in the Gardens and a desire to learn more about it.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the organization reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

Apply to Adam Harkins, Director of Facilities, by sending your letter of interest and resume to [aharkins@mainegardens.org](mailto:aharkins@mainegardens.org)