

JVC NORTHWEST POSITION DESCRIPTION 2026-27

Position title: Seafarers' Hospitality Coordinator	
Partner agency name: Seattle Seafarers Center	Program name: Seafarers Hospitality
Brief position description: The Seattle Seafarers Center cares for the overall wellbeing of international seafarers while they are in port in Puget Sound. The Center provides that care to seafarers through presence, advocacy, transportation, communication resources, and shopping services. In the JV's position, they will collaborate with fellow staff and volunteers to help ensure all ships are visited at least once during a ship's berthing, transport seafarers and/or goods for seafarers, look out for welfare issues onboard and escalate appropriately, interact with local communities to share the story of the Center, and update and maintain social media platforms. The JV will also collaborate on the development of new services to seafarers: one of these projects is assessing how the Center can better care for female seafarers, who make up less than 2% of seafarers worldwide. Another project is assessing how the Center can expand its services to the international crew of fishing vessels, who work in poorly regulated conditions and are more susceptible to welfare issues and labor trafficking.	

Service Focus & Impact

Type of Service: Case Coordination/Client Support (AmeriCorps)

Service Impact Area: Capacity Building AmeriCorps

Capacity Building Focus (AmeriCorps Positions Only): Increase Program Scale or Reach

Primary Service Area Focus: Social Services

Additional Service Area Focus: Mental Health, Refugee and Immigrant Services

Populations Served in this role: Immigrants and Refugees, Other

Address(es) where service will be performed: 1011 SW Klickitat Way, Suite 209, Seattle, WA 98134

Daily Commute: Agency vehicle is available for commute to service/needed for service activities.

Service Schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No Service	9:30 am to 5:30 pm	9:30 am to 5:30 pm	9:30 am to 5:30 pm	11:00 am to 7:00 pm	9:30 am to 5:30 pm	No Service

Position Duties & Tasks

A Day in the Life of the JV/AmeriCorps Member: While every day at the Center is different, there is a basic shape to a "normal" day. Each day, anywhere from one to seven ships are berthed somewhere in the Port of Seattle. Our team huddles in the morning to determine crews that need to be visited and who will visit those ships, and then go about the regular tasks of caring for seafarers. That service happens primarily through ship visits and transporting crews. After doing a little research about the ship you are about to visit (including its location, crew makeup, status of past visits, etc.), you then head off in one of the Center's vans to the appropriate terminal for your visit. After checking in with port security, you make your way to the ship. Once onboard, you check-in with the crew, and then the ship visit begins officially! Crew might be interested in purchasing SIM cards or finding out about personal shopping. They might want to find out about the Center or transportation. They might share a concern about the overall welfare of the crew or of a coworker. They might tell you about their family. As you gain experience, you learn to trust what is unfolding right in front of you. Sometimes ship visits last only 10 minutes. Sometimes, they take all day. It really depends on what the needs are at the time you arrive. Keys to a good ship visit include being curious, open, flexible, and outgoing. When you go aboard a ship, you will be part of a unique culture. You also go aboard someone else's workspace and their home, and you go aboard another

country (literally!) You are a friendly, safe presence for a crew that has been at sea anywhere from one day to three weeks. At its heart, care for seafarers about mutuality, shared hospitality, and connection.

Essential Tasks <i>the tasks or duties that are fundamental and critical to the performance of this position.</i>	
40%	Participate in the welcome and care of seafarers in Puget Sound. Collaborate with fellow staff and volunteers to provide direct services to seafarers as needed. This includes visiting ships daily in the various terminals of the Port of Seattle, checking in on the wellbeing of the crew, offering services including transportation, communication resources, care packages, and shopping, and hosting seafarers who visit our Center. Communicate with supervisor about any observed welfare issues and escalate appropriately.
20%	Collaborate with Seafarer Center staff in recruiting new volunteers through a network of local universities, faith communities, the maritime industry, and other organizations. Assist with outreach events to these organizations to spread awareness about our mission and encourage community involvement. Provide follow up with those who express interest in the mission of the Seattle Seafarers Center.
15 %	Communications: In collaboration with the Director of Operations, the JV will grow our social media presence and maintain regular posts of center activities, as well as assist in maintaining the Seafarers Center website. The JV will also collaborate on writing, editing, and publishing regular newsletters and blog pieces to share recent news and stories of our work with our partners.
20%	Collaborate on developing new services to seafarers, including outreach to women seafarers and expanding our services to fishing vessels.
0%	
<i>Other essential responsibilities: complete and submit in a timely manner all JVC Northwest/AmeriCorps required reports and time sheets; participate in JVC Northwest/AmeriCorps sponsored orientation, service days, and retreats; and otherwise comply with the JVC Northwest Covenant, Drug and Alcohol Policy, and Member Contract.</i>	
Marginal Tasks - <i>activities seldom or intermittently performed; The position doesn't exist to perform these tasks & their removal wouldn't fundamentally alter the nature, purpose, or result of the essential tasks.</i>	
5%	During the spring and summer months, assist with the Center's cruise ship shuttle program. This will involve helping the Center staff coordinate volunteer drivers and update training resources.

Position Requirements, Certifications & Trainings

Education	Required Education: Associate's Degree or Some College	
Language Skills (other than English)	Spanish Language Requirement: No requirement other than English Spanish Language Preference: No requirement other than English Additional Preferred Languages: Not required but helpful languages (at any level of proficiency): Tagalog, Hindi, Chinese, Indonesian, Ukrainian	
Driver's License and Vehicle	Driver's License Required: Yes State of Issue Requirement: Nature of Driving (frequency, distance, etc.): We have four vehicles at the Center: two are Toyota Sienna minivans, two are larger 15 passenger vans. The minivans are used by our team to get to different shipping terminals in the port as well as transport seafarers. The JV will have the opportunity to Vehicle Requirement: A vehicle owned by your organization or program	
Additional Certifications	First Aid/AED/CPR: No Mandatory Reporter: No	Other Certifications:

REQUIRED experience, qualities, or specialized training: Ability to serve with those from diverse cultures and backgrounds. Moderate proficiency in computer applications and internet tools is essential. Ability to operate both independently and collaboratively. Demonstrated aptitude to comprehend directions and to perform assignments with minimal supervision. High level of professionalism and confidentiality.

PREFERRED (not required) experience, qualities, or specialized training: Non-profit service is not required, but might be advantageous. Knowledge of the maritime world is advantageous but not required.

Specific physical and mental performing elements: Physical elements: Service will involve lifting up to 50 pounds, climbing ship gangways of up to 80 steps (safety training will be provided), and some bending/ducking under obstructions on ships. Mental elements: Service will include some data entry, problem-solving, activation of SIM cards, and communicating with the public.

Equipment use: The JV will frequently drive a provided minivan through the port and downtown Seattle, and must be comfortable operating a vehicle in both urban and industrial areas and have a clean driving record. The JV will also use our ship cell phone, office phone, computer, and printer. The JV will also help activate SIM cards on seafarers' phones.

Special conditions of service and frequency (if any): This position requires daily climbing up ship gangways (up to 80 steps), visiting ships year-round and in various weather conditions (excluding those that would hinder safety).

Dress code/attire (Note: All JVs serving in AmeriCorps placements are expected to wear the AmeriCorps logo daily, on a pin, T-shirt, or jacket. JVs will be given these items at Orientation.): Casual work attire. For ship visiting, long pants are advised. Safety equipment, including hard hat, a high-visibility vest, and steel-toed boots, are also required for ship visiting and are provided by the Seafarers Center.

Programs participating in the JVC Northwest AmeriCorps Program will not discriminate in the selection and participation of AmeriCorps members based on race, color, religion, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of programs participating in JVC Northwest AmeriCorps, or any bona fide occupational qualifications.