**Gear Coordinator**

The gear coordinator is responsible for ordering, maintaining and shipping AMSEA’s marine safety gear to instructors nationwide. This role is critical to the success and quality of AMSEA training. AMSEA’s hands-on training provides mariners with the skills to use their marine safety equipment in an emergency. The gear coordinator researches new and emerging technology, gear that contributed to vessel disasters and rescues, different marine safety gear brands, and different distributors.

A successful gear coordinator is detail oriented, self-disciplined, able to focus under time constraints, and has strong communication skills. This position uses office software such as Excel, AMSEA’s database, project management systems, Ooma, Wufoo, and Google Drive. This position will require gaining an in-depth understanding of AMSEA’s policies, procedures, partnerships, and instructor network.

**Primary Responsibilities Include:**

* Manage AMSEA gear:
	+ Inventory all gear/equipment
	+ Repair/replace tired gear
	+ Clean, dry, and organize returned gear
	+ Organize and maintain the gear shed, garage, storeroom, and gear closets.
	+ Distribute equipment and supplies to instructors following high standards. Gear orders should:
		- Be in serviceable condition
		- Arrive on time
		- Contain the correct equipment
* Collaborate with instructors to fulfill training gear needs:
	+ Work closely with instructors to ensure they have the supplies/equipment they need
	+ Check gear back in after the class – track down missing equipment
* Work closely with the USCG to coordinate the use of dewatering pumps and damage control (DC) units:
	+ Coordinate the setup of DC units for classes held in different locations
* Research new/emerging gear:
	+ Attend trade shows (i.e., Pacific Marine Expo)
	+ Build relationships with distributors
	+ Obtain dummy/practice equipment for training
	+ Write articles about gear or provide applicable information and resources to a staff member who will write the articles
* Build and maintain our gear library:
	+ Catalogue gear for instructors to select
	+ Update the forms/catalogue
	+ Maintain the gear library with current equipment and gear
* Transport gear:
	+ Ship gear through air cargo, ferry, USPS, or other modes of transportation
	+ Follow all laws and regulations for shipping (hazmat protocols, materials on no-fly list, etc.)
	+ Drop off and collect gear from local classes and pools.
* Communicate with fire halls and other collaborators on training equipment:
	+ Fire pans and extinguishers
	+ CPR mannequins

**Other Assisting & Backup Responsibilities Include:**

* Work closely with the coordination team to find out when classes are taking place, who the instructors are for that class, and what gear they need and want.
* Work closely with the promotions team to ensure that AMSEA receives necessary training equipment such as liferaft donations or handheld microphones.
* Assist as needed with data entry and closing out courses.
* Let your supervisor know if you are interested in other additional opportunities at AMSEA based on your interests, strengths, and experience (i.e., teaching, research, outreach, or office systems technology).

Applications should be emailed to Katy Pendell at programdirector@amsea.org. All applicants must provide a one-page cover letter, current resume/CV, and three references.

Deadline to apply is August 22nd, 2025.

Please contact Katy with any questions: 907-531-1752, or email programdirector@amsea.org.