

NORTHWEST MARITIME CENTER

Port Townsend, Washington



School staff / Chaperone Roles & responsibilities

School staff and chaperones play a vital role in the success of overnight and day-long school group programs with NWMC. Your full and enthusiastic participation in all aspects of the expedition helps to set the tone and influences each participant's experience. Below you will find the expectations and responsibilities of each teacher and chaperone aboard a NWMC school program.

Pre-Trip

School staff

- Schedule classroom visit with NWMC staff
- Schedule parent meeting (if needed)
- Track participant release and medical forms (done on-line) and work with families to make sure these are completed in a timely manner
- Provide completed bunk chart
- Create watch groups
- Identify any medical needs for students, including medication, and work with school nursing staff to create a plan

During Trip

School staff

- Administer student medication according to the plan created before the trip

School staff and Chaperones

- Actively monitor student expectations and behavior
- Assist NWMC staff and crew with student needs
- Assist with bedtime/lights out protocols
- Responsible for direct communication with school staff and parents during expedition
- Participate in all NWMC activities including science investigation, sailing stations, onshore excursions, and evening activities
- Assist with student evacuation plan as needed

Updated July 2023