



## **Bosun**

### ***Position Profile***

**Reports to:** Ship's Master

**Status:** Full-time seasonal or permanent as per employment contract

**Compensation:** Salary, health benefits, and vacation pay, plus week-long breaks in June and September as per the sail training calendar

**Hours:** Winter hours (November through February) are 8:00 am to 4:30 pm, Monday-Friday (with an hour of break time). Scheduled hours during our sail training program are 9:00 am to 5:00 pm daily for ship maintenance with an hour off for lunch—and after-hours if necessary. On the last day of each voyage work ends when clean-up is complete, and this is sometimes as late as 6:00 pm. Evening participation in other aspects of our program is expected. Overtime hours may sometimes be necessary to ensure the ship/program is operational, and when possible, these will be compensated as per the overtime policy in our Crew Policy Book.

### **Our Mission:**

SALTS Board, staff and crew members are deeply committed to this mission in its entirety: “To develop the spiritual, relational, and physical potential of young people through sail training, shipboard life and associated activities in a Christian environment.”

### **1) PURPOSE**

The bosun/engineer shall be specifically responsible for the maintenance and repair of the vessel.

### **2) DUTIES AND RESPONSIBILITIES**

- Maintenance and repair of the vessel's hull, rigging and mechanical systems and recording/reporting as per the Safety Management System (SMS)
- Machinery maintenance as per SMS
- Regular cosmetic maintenance with paint, oil, varnish
- Emergency repairs
- Ensure that sufficient water, fuel, lubricants, and replacement supplies are on board prior to departure. Keep a written record of the consumption of each and keep the master apprised of the quantity consumed upon request.



- Ensure that the ship's Safety Management System (SMS) is appropriately implemented and documented on board the ship; Perform Routine Maintenance and logging as per Part G (Pacific Grace) or Part S (Pacific Swift) and any required Non-Routine Maintenance and Repairs; Safety related duties as required in SMS sections regarding emergencies and emergency drills; Record keeping of garbage and oil discharge records as per the SMS
- Assisting in the mooring and un-mooring of the vessel, sail handling, daily routines of the vessel.
- Provide a comprehensive list of materials required for work to be undertaken in sufficient time for the Shoreside Support Manager or his designate to acquire such materials prior to work in progress.
- Schedule work to be undertaken by the trainees/volunteers and monitor and supervise such work in consultation with the Captain.
- On an ongoing basis, conduct risk/safety management to protect the welfare of trainees (as per Crew Policy Manual—including the "Guide to Assessing an Activity"—and the Safety Management System manual)
- Throughout each voyage, seek to share the love and message of Jesus Christ through words and deeds, as appropriate for those on board.
- Keep short accounts with others, "speaking the truth in love" while never avoiding or unnecessarily delaying hard conversations that need to happen but being kind and gentle while having them
- Emergency response duties as per ships muster list or at the direction of the Master
- Set an example of positive behavior in relation to self, Captain, crew, other leaders, and trainees
- Build strong connections with trainees and volunteers by showing genuine interest and care about who they are, where they are coming from, what they are interested in, and the challenges they face

Though ship maintenance is the primary role of the Bosun, the Captain may, at his/her discretion, allow the Bosun to remain connected with the program by:

- Standing watch at a designated time each week (2-4 hours) and at other times as requested by the Captain; safely navigate the ship with direction of the Captain and/or First Mate, and direct trainees while they are on duty
- Participate in an assigned watch (rotated weekly) during some meal times (excluding dishes) and discussions and possibly lead an occasional watch discussion (e.g. once a week)
- Participate and help lead sail handling, anchoring, dory launch/retrieval, and all physical aspects of operating the ship
- Participate in facilitating/teaching our sail training curriculum
- If one of our two Watch Officers or the First Mate is unable to lead their watch, assume all the additional duties noted in the "Watch Officer" job description/position profile



## **2) APPLICABLE POLICIES**

- Crew Policy Manual
- SALTS Safety Management System (SMS)
- Written agreement with the SALTS Statement of Faith and Ethics whenever requested
- Criminal record check clearance must be provided prior to commencing employment and when requested thereafter
- Transport Canada TPP13313 E and all other laws/regulations cited in the SALTS Legal Register
- The safe manning document for the ship

## **3) MINIMUM QUALIFICATIONS REQUIRED:**

- Courses, tickets, and training as per the SALTS “Pre-Season Requirements Checklist” found in the crew policy book must be completed prior to the start date (but not prior to application for the role)
- Experience and skill in physical labour, woodworking, and/or mechanics
- Experience in the SALTS program is an asset
- A safety-first mindset
- Maturity/wisdom
- Strong oral and written communication skills
- Resourceful, motivated, and energetic
- Ability to work with staff and clients in a supportive, respectful and caring manner
- Ability to handle stress and emergencies in a calm, effective manner
- Ability to prioritize
- Ability to work with little supervision and collaborate in a team setting
- Must support and uphold the values of SALTS
- Ability to model acceptable ethical standards, personally & professionally

*Effective Oct. 3, 2019*