

# First Mate

## Position Profile

**Reports to:** Ship's Captain

**Supervision Given:** None. The First Mate is responsible for on-deck operations while underway and may give orders to other crew-members in that capacity only.

**Status:** Full-time permanent

**Compensation:** Salary, RRSP contributions, health benefits, and vacation days as per vacation policy, plus week-long breaks in June and September as per the sail training calendar and an extra 20 days of sabbatical time every seven years

**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 8:00 am on the first day of each sailing until after ship clean-up on the final day of each sailing (typically 5:30-6:00 pm). 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 First Mate is second in command and is responsible for assuming the Master's authority should the Master be incapacitated by illness or accident. The First Mate is responsible for overall maintenance and physical neatness of the vessel, according to an annual maintenance plan created by the Master. The First Mate divides the watches at the commencement of each voyage, updates and posts the "watch and quarter bill" and night orders, and explains the duties of night watch. The First Mate shall also be responsible for the supervision of one watch. See also: Safety Management System section 6.8.

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

#### Sail Training:

- Ensure sufficient teaching supplies are onboard for all sail training levels to be taught
- Introduce the trainee log book at the beginning of the trip

- Organize teaching schedule. Be sure trainees know what is expected of them. Make sure all trainees attend all lessons (and meals and other activities).
- Participate in facilitating/teaching our sail training curriculum.
- Organize test times, monitoring and marking.
- Collect all log books and have them ready for the skipper to sign and hand out after last mug-up.

#### Safety:

- Ensure that the ship's SMS is appropriately implemented and documented on board the ship, including all duties and responsibilities in Section 6.8
- Distribute the ship manifest and medical/allergy information from the Booking Manager before the trip; ensure cooks are aware of allergies. Ensure all waiver forms are signed by parent or guardian.
- Ensure that all nautical charts and publications are updated on a timely basis
- Stand watch on deck, safely navigate the ship with direction of the Captain and direct trainees while they are on duty
- 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)
- Ensure all SMS introductions and orientations are given and properly logged
- Lead monthly onboard Safety Committee Meeting
- Log safety introductions, drills, checklists and management of documentation so they are stored in the appropriate digital and/or physical locations
- Emergency response duties as per ship's muster list or at the direction of the Master
- Report deficiencies, non-conformities, accidents and hazardous occurrences to the Master and in appropriate SMS forms
- Inspection, maintenance and logging of emergency deck fire pump, outboard engine and climbing harnesses

#### Logistics:

- Before, during, and after each trip, ensure the ship is tidy below and on deck (i.e. floors swept, tables clean, heads clean, towels and toilet paper in place, brooms, dustpans and whisk in place, laundry put away, sheets on bunks). On deck, lines must be in place and coiled neatly, brass polishing completed.
- Create and post Watch groups
- Correctly post and explain and regularly update the “watch and quarter bill” and night watch orders to trainees
- Make sure shore excursions are planned and a time to return to the boat is decided on with the skipper and cook. Ensure the evening program of games and singing is planned by a crew-member.
- Keep the program proceeding on schedule
- Lead/supervise shore excursions that may involve games, shore walks, exploration, swimming, etc.
- Participate in and help lead anchoring, dory launch/retrieval and pilotage to/from shore, morning clean-up, and all physical aspects of operating the ship

- Ensure the ship is clean and tidy; Be responsible for cleanliness above and below decks. Try to keep an unobtrusive overview of daily clean-up. Make sure decks are clear every night in preparation for emergencies, lines are always ready for immediate use.
- Oversee the handling of lines and sails so that requests of the Captain can be carried out expeditiously. The Mate is responsible for the operation of all deck work. If he/she chooses to delegate decision-making he/she is still responsible for the successful handling of sail. He/she is responsible at all times for keeping the running rigging in ship-shape and ready for use. Mate is to relay to crew the Captain's plan i.e. how many sails, what tack, etc. Provide an overview of setting of sails for trainees; ensure everyone is ready before hauling starts and watch for any problems as the sails go up.
- Free up the Captain from any jobs or responsibilities that would weigh unnecessarily on his/her shoulders
- Responsible for entire crew and trainees when ashore or on board in the absence of the skipper
- Book-keeping of petty cash
- Keep a record of all parks visits and log them appropriately
- Be prepared at all times to take over the role of the Captain (see separate position profile for Captains) if necessary (with the exception of the 150 Ton Master's Ticket)
- Be responsible for the overall maintenance of the vessel in accordance with the Master's annual maintenance plan

#### Communication:

- Liaise and communicate with group trip leaders throughout the voyage to keep them informed with plans and schedules and solicit feedback
- Ensure trainees have notice in advance of any shore excursions or schedule details
- Pass communication from the Captain on to other crew-members if/as requested, especially in relation to sail handling and ship operation during a voyage
- Communicate meal times to the cook

#### Relational/Life Training:

- Supervise the watch ensuring their welfare and engagement in the program
- Learn the names of trainees in his/her watch and build a connection with them
- Share the love of Jesus Christ through words and deeds, as appropriate for those on board
- Plan ahead and lead intentional discussions about life and Christian spirituality with trainees at meal times, evening mug-ups, rap sessions, and (in the summer offshore/program) "Boat Sunday"
- Set an example of positive behavior in relation to self, Captain, crew, other leaders, and trainees
- 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

- Assist the master in the training of new crew members and the physical/spiritual care of both trainees and crew on board
- Monitor the morale of professional crew-members and well-being of volunteer crew-members

## **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 applicable laws/regulations (c.f. SALTS Legal Register)
- The Safe Manning Certificate for the ship

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

- Credentials as noted in the Safety Management System section 6.8 and the crew policy book's "Pre-Season Training Requirements" section, and training/skills noted in the "SALTS Crew Training Standard" for Mates
- Senior-level credential in the SALTS sail training program
- Advanced relational skills and a strong interest/ability to build connections with teens and young adults and provide mentorship and care
- Experience in safety/risk management and a safety-first mindset
- Maturity/wisdom
- Strong oral and written communication skills
- Resourceful, motivated, and energetic
- Ability to work with staff and trainees/group client leaders in a supportive, respectful and caring manner
- Ability to handle stress and emergencies in a calm, effective manner
- Ability to prioritize tasks and competing demands
- 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  
 Stored at Permanent/Job Descriptions/Crew Roles