

Master

Position Profile

Reports to: SALTS Executive Director

Supervision Given: All crew-members (professional and volunteer) on the schooner he/she is operating

Status: Full-time permanent

Compensation: Salary, RRSP contributions, health benefits, and 20-days paid vacation (rising to 24 as per vacation policy) and an extra 20 days of sabbatical time every seven years (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 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 master has complete authority over and responsibility for all matters concerning the ship's handling, safety, safe navigation, itinerary, program, transactions, discipline, and the physical, mental, and spiritual well-being of crew and trainees. The Master has the overriding authority and responsibility to make decisions, which, in the professional judgement of the Master, are necessary to maintain the safety of the ship and people onboard, or the protection of the environment.

2) DUTIES AND RESPONSIBILITIES

The Master will:

- Ensure the safety of the crew, trainees and the safe operation of the vessel whilst at the same time protecting the Society's interests and delivering the vessel's program.
- Ensure that the ship is ready to sail on the first day and each day of every voyage, with all necessary maintenance and repairs having been completed, inspections having been

conducted/documented (including those by Transport Canada), and equipment appropriately tested as outlined in the Safety Management System.

- Manage maintenance projects during the sailing season, off-season, and during haul-outs
- Implement all SALTS policies and motivate the crew in the observation of all policies; Ensure observance of all applicable laws and regulations (c.f. SALTS legal register)
- Implement and review the vessel's Safety Management System (SMS) including but not limited to all duties in section 6.8, and report deficiencies to the Executive Director.
- Participate in the hiring/selection process for new crew-members (professional and volunteer)
- Ensure that crew-members meet the vessel's safe manning requirements and are appropriately trained, credentialed, and fit for duty and equipped for the levels of responsibility they are given as per the Safety Management System (SMS).
- Ensure crew-members are given regular training, evaluation, and feedback in relation to the responsibilities outlined in their job descriptions.
- Ensure safe navigation of the ship and safe practices in sail handling and shore excursions, appropriate for the location, weather and environmental conditions.
- Ensure the cosmetic upkeep of the vessel.
- Ensures that applicable load lines on the vessel are not submerged (the Canada Shipping Act has stiff penalties for non-compliance)
- Report to the Executive Director (or in his absence, the Director of Development) any Level 1, 2, or 3 Emergency, injuries involving "Continuing Care," environmental pollution, or near miss. Report marine occurrences to authorities as required.
- Provide the Executive Director with an annual maintenance plan and spending proposal for the coming calendar year by September of the preceding year and maintain a long-term (four-year) maintenance plan.
- Liaise with the Shoreside Support Manager to communicate ship maintenance needs and their level of urgency and importance
- Participate as a member of the SALTS Safety Committee and the schooner Maintenance Committee.
- Serve as a mentor and positive role model for trainees, volunteers, and other crew-members, providing Christian spiritual care, council, and advice, and showing genuine interest and care
- Share the Gospel and love of Jesus Christ in word and deed, including through informal conversations, "boat-Sunday" services, mug-up, and intentional watch discussions as guided by our "Reservoir" resource binder
- Agree with and live by the SALTS Statement of Faith and Ethics
- Organize and/or lead daily Christian prayer and Scripture or devotional readings
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.

2) **APPLICABLE POLICIES**

- SALTS 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)
- Safe manning document for the ship

3) MINIMUM QUALIFICATIONS REQUIRED:

- Valid Transport Canada certificate “Master 150 Gross Tonnage”
- Current Marine Medical
- Current Marine Advanced First Aid
- Successful completion of the SALTS “Captain in Training” evaluation (new Masters only)
- Experience and strong performance as a First Mate in the SALTS program
- Hiring approval by the SALTS Board of Directors
- 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 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 April 17, 2019
 Stored at Permanent/Job Descriptions