

Watch Officer

Position Profile

Reports to: Ship's Master

Status: Full-time seasonal

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 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 watch officer is responsible for the supervision and welfare of his/her own watch and contributes to the general program aboard ship.

2) DUTIES AND RESPONSIBILITIES

- Learn the names of trainees in his/her watch and build a connection with them
- Ensure that the ship's Safety Management System (SMS) is appropriately implemented and documented on board the ship, including all duties and responsibilities in Section 6.8
- Give watch group safety introduction pre trip and assist with introductions throughout the week as per SMS
- Supervise the watch ensuring their welfare and engagement in the program
- Stand watch on deck, safely navigate the ship with direction of the Captain and/or First Mate, and direct trainees while they are on duty
- Participate and help lead sail handling, anchoring, dory launch/retrieval, and all physical aspects of operating the ship
- Lead trainees in morning clean-up when scheduled
- Pilot a dory full of trainees to and from shore

- Share the love and message 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” services
- Participate in facilitating/teaching our sail training curriculum
- 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)
- Assist with ship maintenance as needed
- Ensure the ship is clean and tidy at all times, and participate in a thorough cleaning and re-stocking at the end of each voyage
- 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
- Lead/supervise shore excursions that may involve games, shore walks, exploration, swimming, etc.
- Participate in a monthly safety committee meeting
- Emergency response duties as per ships muster list or at the direction of the Master

Additional responsibilities that may (or may not) be assigned by the Captain include:

- Act as the ship’s medical officer, a role that requires maintaining associated supplies and logs as Per Appendix E and F of the SMS
- Operate the ship’s store, which involves stocking, inventory, selling and reconciliation of funds
- Organize and lead evening programs such as games and/or music

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:

- 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)
- Advanced relational skills and a strong interest/ability to build connections with teens and young adults and provide mentorship and care
- 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

Stored at Permanent/Job Descriptions/Crew Roles