

VOLUNTEER JOB DESCRIPTIONS (4 PAGES)

The following volunteer roles are available for individuals age 13-adult. An application process is required except where noted.

Donated Boat Assistant

S.A.L.T.S. receives a substantial number of boats each year as donations. These boats are regularly cleaned and maintained as they await a purchaser, with the proceeds helping to fund programs aboard our two schooners. Keeping the donated boats clean and well maintained is essential to ensure that we sell them quickly and for the highest market value.

Responsibilities

A person filling this volunteer role will be given responsibilities based on his/her skillset that will include some or all of the following:

- Clean interior and exterior of donated boats as directed by the Boat Sales Manager to prepare them for positive viewing and sales.
- Perform maintenance tasks on donated boats as directed by the Boat Sales Manager, such as: scraping, sanding, painting, oiling, plumbing, electrical, mechanical, rigging and other minor maintenance tasks.

Relationships

The Donated Boat Assistant often works alone but is sometimes accompanied by other Donated Boat Assistants. This volunteer role reports directly to the Boat Sales Manager; in his absence, this role reports to the Boat Donation Program Manager. The supervisor will provide an orientation, ongoing coaching and performance feedback, encouragement and recognition.

Skills and Knowledge

Ability to use cleaning products and tools as directed

Follows through on assigned tasks

Physical fitness, strength and stamina to work in an outdoor environment

Mobility and balance to safely move around the dock and boats

Uses materials and tools as directed

Works efficiently with an awareness of timeframes

If assisting with boat maintenance: Wood-working, mechanical and/or plumbing experience

Interpersonal Skills

Ability to work well with other peers and supervisors

Ability to relate to the public, potential customers, Society members, and business partners in a gracious and enthusiastic manner that represents S.A.L.T.S. positively

Personal Characteristics

Highly self-motivated

Strong sense of accountability for good stewardship of the Society's limited resources

Attitude of service

Teachable

Workshop Assistant

The volunteer in this role works primarily at our shop at 451 David Street which is a ship maintenance and equipment storage facility. Our shop is usually only open on weekdays.

Responsibilities

Tasks, projects, and errands related to the organization, upkeep, and operation of the S.A.L.T.S. workshop and maintenance of our Tall Ships.

Relationships

This volunteer position reports to the Shop Foreman, but in his absence may be supervised by another volunteer, staff-member, or crew-member. The Shop Foreman will provide an orientation, ongoing coaching and performance feedback, encouragement and recognition.

Skills and Knowledge

Willingness to work in a sometimes noisy workshop or ship environment

Ability to adhere to safety practices

Aptitude for working in an organized and tidy manner

Knowledge of woodworking, metalwork, and wooden boat maintenance is an asset but is not required

Interpersonal Skills

Follow directions and complete tasks to an acceptable standard

Cooperate and work in harmony with others in working on projects

Personal Characteristics

Self-motivated

Responsible

Capable of working with moderate supervision

Displays a positive attitude of service

Shore-side Bosun's Mate

S.A.L.T.S. mentors 1700 young people each year aboard two wooden schooners. This volunteer role assists in their maintenance, primarily working on board the ships while they are moored in Victoria's inner or upper harbour.

Responsibilities

Tasks, projects, and errands related to the maintenance of our Tall Ships when they are in port, which is generally weekdays from November through February and weekends (Friday afternoon through Sunday) from March through October. The majority of the work will involve paint and bright-work. Other work may include assisting the Shop Foreman with rigging, woodworking, plumbing, and electrical work.

Relationships

This volunteer position reports to the Shop Foreman if working on weekends during the sailing season, and to a crew-member if working on week-days. The supervisor will provide an orientation, ongoing coaching and performance feedback, encouragement and recognition.

Skills and Knowledge

Experience in refinishing woodwork and applying paint, oil and varnish would be an asset.

Experience in wooden boat maintenance would be an asset.

Aptitude for working in an organized and tidy manner

Ability to adhere to safety practices

Interpersonal Skills

Interact with the public in a courteous and helpful manner

Cooperate and work in harmony with others in working on projects

Personal Characteristics

Strong attention to detail

Ability to work to a high standard with limited supervision

Displays a positive attitude of service

Self-motivated

Responsible

Casual Volunteer Positions

These volunteer roles do not require an application form to be completed in advance but volunteers must sign in each time they participate:

Tall Ship Cleaning—Shortly After Ships Return to Port

At the end of each sailing voyage our tall ships need to be thoroughly cleaned, including mopping floors, removing garbage, cleaning the heads (bathrooms), and wiping down all surfaces with a solution of water and bleach. From early March to late June and again in September/October, most trips end on Friday afternoons. There are also a few summer trips that end in Victoria. Contact the SALTS office at 250.383.6811 or info@salts.ca to confirm our sailing schedule in advance, and then phone on the day you plan to volunteer in order to find out the estimated time of arrival (ETA) and location of our ships, as this varies from week to week. Please wear clothing that can get dirty or damaged.

Special Event Volunteers

We have a few special events each year where volunteers play a vital role. Roles may include serving as docents (tour guides) aboard our tall ships, working at our display, or greeting guests. Please let the SALTS office know if you would be interested in hearing about special event volunteer opportunities when they arise.