



## Seasonal Shipboard Position: Chief Mate

**Accountability:** Captain(s)

**General Scope:** As the Chief Mate, you are an active crew member, and a part of the shipboard leadership team, living and working aboard the historic schooner *Adventuress*, along with co-managing up to 15 other crew and up to 24 other participants during an overnight program and up to 45 on day programs. Programs aboard *Adventuress* range from 3 to 6-day overnight voyages, as well as 3 to 5-hour day sails with students, dockside tours, 3-hour sails for the public, festivals, transits, fundraising events and other day sails.

The Chief Mate works hand and hand with the Captain, Program Coordinator (PC), Education Coordinator & Director and other staff as part of the shipboard leadership team. Together, you all facilitate shipboard programs that Educate-Inspire-Empower youth of all ages aboard the *Adventuress*. The Captain, Mate and PC work together in determining the needs of the group including crew and adjusting programs accordingly. In addition, as the Chief Mate, you are responsible for running the ship's deck, training and supervising crew, and for overall ship's maintenance. Note: Role may require longer or different hours than the rest of the crew.

**Compensation:** Seasonal Paid Position. \$1600/month. Meals and lodging on the ship, minimum of 6 days off per month, on-the-job training.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Shipboard Leadership Team Management:

- Co-coordinate and participate in all aspects of shipboard life: chores, sail prep, stowing of ship and personal gear, group decision making and process, ship maintenance
- Assist in solving problems which may involve the education program, galley, participants, coworkers, volunteers, or the living community, etc.
- Partner and coordinate with the Captain and Program Coordinator to plan ship's activities and determine collective agenda.
- Work with shipboard leadership and organization leadership to develop ship related training for vessel crew and participants.
- Assess safety and effectiveness of program daily and make recommendations for further training.
- Facilitate learning opportunities whenever possible for crew, volunteers, and participants.
- Work with Program Coordinator to create training opportunities for apprentices, based on goals set by the office.
- Learn and uphold the feedback procedures as described during orientation
- Submit "deck department" monthly budget to Captain for approval. When purchasing for the ship, immediately turn in all receipts to the Captain.

#### Shipboard & Program Duties:

- Implement Captain's directions for the running of the vessel: direct sail setting, striking, and handling, ship maneuvering, prepare for docking, head of the emergency response team.
- Positively represent Sound Experience to participants, public, parents, and teachers through upholding Sound Experience's vision, mission, and values.
- Establish and expect shipboard culture of inclusivity, intentionality, safety, and care for people and the environment. Create a supportive learning platform and a welcoming community.
- Always use prudent judgement concerning the safety of participants and crew and serve as a role model.
- Help train and work with interns and volunteers in shipboard activities, specifically deck related skills
- Participate in and occasionally lead crew meetings, feedback sessions, program debriefs, and fill out



evaluations as requested.

- Know the emergency response protocols and respond to all shipboard emergencies and emergency drills as assigned.
- Under the direction of the Captain, assume primary responsibility for management and maintenance of vessel sails, rigging, woodwork, and finish work.
- Be familiar with the operations of the ship's machinery and electrical systems.
- Orient crew and volunteers to safety procedures, systems, and drills. Maintain records of their skills and training
- Keep accurate maintenance records and ongoing "To Do" list of maintenance projects for the future including deep cleaning projects on the ship.
- Keep charts updated in accordance with locally and regionally released "Notice to Mariners" reports.
- Provide a written end-of-season turnover report to the Captain(s) and following mate regarding the state of the ship.
- Interact with and engage students, adults and members of the public daily.
- Other duties as assigned

**Qualifications:** The qualifications listed below are representative of the knowledge, skill, and/or ability required for the seasonal crew position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 18 years or older
- CPR and First Aid or above (current certification at time of season start)
- Washington State Food Handlers Card (current certification at time of season start)
- Physical ability to participate in activities, haul, climb, balance, lift, stoop, kneel, sit
- USCG 100 Ton Inland Masters with Auxiliary Sail certificate and Basic Safety Training required.
- Prior experience as a mate on tall ships
- Ability to pass pre-employment background check and drug test
- Ability to maintain high level of responsibility and accountability. Ability to monitor and supervise activities of shipmates and participants in potentially hazardous situations.
- Be organized and self-motivated. Communicate clearly, effectively, and appropriately to a variety of audiences.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Strong communication, interpersonal, and leadership skills
- Ability to work in an outdoor environment with inclement weather conditions.
- Ability to work well both individually and as a team member, as well as independently with small groups of students.
- Ability to stay positive when working with crew, adults and/or students over multiple days in relatively confined spaces of the vessel
- Proactive work ethic: willingness to help in any aspects of programming necessary and be flexible

**Desired Qualifications:**

- Facilitation or teaching experience
- WFR or higher preferred
- Experience working with youth (ages 10-17) and/or adults (ages from 18-90).
- Experience in maritime via other ships, Maritime Academies, etc.
- Experience co-managing or managing a team



## **Mission**

Sound Experience sails the historic schooner *Adventuress* to educate, inspire, and empower an inclusive community that works to improve our marine environment and celebrates our maritime heritage.

## **Vision**

We envision a future where everyone values Puget Sound/Salish Sea and the world's oceans and chooses to act as stewards of their treasured waters.

## **Values**

- Transformative Education - changing our youth, our communities, and our world
- Learning Organization - evolving for and with our people
- Living Sustainably - acting for our waterways
- Partnering - sharing our collective strengths
- Integrity - doing the right thing
- All Are Welcome



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