

TORONTO BRIGANTINE INC.

Leadership through Adventure since 1962

Job Description

Captain / Master

Date Approved: July 23rd, 2012

Position Location: Toronto, Ontario

Reporting to: President with oversight from Chair STOPS Committee

Closing Date: August 25th, 2012

Start Date: October 1st, 2012

Purpose: The Captain/Master is responsible for delivering the sail training program of Toronto Brigantine Inc., a non profit youth sail training organization.

Key Responsibilities and Accountabilities:

- Maintain a safe, tidy and organized work environment on board the vessels and in the shop. This can only be accomplished by ensuring that the Crew and Trainees are aware of expectations and are adequately trained to operate and complete their responsibilities in a safe manner.
- With support from other individuals, maintain the vessels such that they can be certified by Transport Canada for sail training. This will require assessing the condition of the vessels and maintaining work plans for daily, weekly, monthly and seasonal maintenance accounting for personnel resources (trainees, officers, contractors and volunteers), budgets, and weather.
- Operate the vessel in accordance with TP 13313 “Standards Relating to the Design, Construction and Operation of Sail Training Vessels” and Toronto Brigantine’s Standing Orders and all other applicable policies, such as the Harassment Policy, while maintaining a respectful and inclusive environment
- Deliver the Winter Training Program with formal lectures supporting TBI’s Grade Standards including periodic feedback, testing and evaluations of participants and adequate record keeping while keeping the training relevant and enjoyable. One significant outcome of the Winter Program is the promotion of Officers based on ability, experience, aptitude, dedication, age and attitude.
- Prepare reports for the Board of Directors and the STOPS committee as required. Complete necessary documentation related to the operation of the vessels for Transport Canada and other agencies. Maintain effective communications with the Officers, alumni and other stakeholders using electronic means and social media tools.
- Maintain appropriate relationships with businesses, individuals, sailing organizations and other supporters
- Support the Marketing and Fundraising Committees by being available for presentations, meetings with potential donors and participate in promotional events, including setup and teardown of booths at tradeshow.

- Ensure that all activities on board the vessels and ashore are done in such a manner as to protect the environment and satisfy applicable local, provincial and federal guidelines. (and those of the United States if in their waters)
- Make sure that TBI is a positive space where people conduct themselves in a professional manner respectful of each other, the ships, the shop and the office.

Job Requirements:

- Seven years sailing experience aboard Tall Ships with a minimum of 3 years as a deck officer and 2 years as a first mate (or equivalent) or Captain in a Tall Ship sail training organization other than Toronto Brigantine Inc..
- Experience repairing (and a basic understanding of) diesel engines, generators, electrical (AC & DC) and plumbing systems, rigging and other such systems that might be encountered on a Tall Ship.
- Experience teaching basic skills in woodworking, rigging, sail repair, painting, brightwork, basic mechanical repair/overhaul, minor electrical and plumbing
- Computer literate and have access to a personal computer
- Ability to write effective and informative communiques
- Ability to pass a police background check for working with youth
- Be able to enter the United States
- Pass a drug test

Professional Requirements:

- Possess a current and valid Transport Canada 150-tonne Masters' License
- Possess a Transport Canada Small Vessel Machinery Operator Certificate (SVMO)

Personal Requirements:

- An ability and desire to work with youth
- Willingness to spend time aboard ship with youth, sometimes in remote locations for up to 12 weeks.
- Be a good role model for developing youth
- An ability to assess risk and show good judgment (common sense)
- Demonstrate patience, especially in regards to training/teaching
- Ability to remain calm in highly stressful situations
- Excellent problem solving and communication skills
- Ability and willingness to work as part of a team
- Demonstrate good leadership skills by acting responsibility and being punctual
- Act in a friendly and courteous manner when interacting with Trainees, Officers, parents, Board Members and other members of the public
- Public speaking ability
- Enjoyment of practical, “hands on” work, especially working outdoors
- Willingness to tackle any job, including dirty and menial labour
- Physical fit including the ability to climb and work aloft, and to lift 100 pounds
- Good hand-eye coordination, sense of balance and alertness

Working Environment:

While on board the Captain will work in all types of weather conditions and spend long periods living aboard the vessel where living conditions can be cramped. The Captain will be working at odd times of the day and night with an irregular shift often punctuated with several hours of work, followed by time off, then several more hours of work. During the winter season the Captain will work aboard the vessels in all types of weather, in the shop and at the office (minimal).

Interested applicants may respond by email to [hiring@torontobrigantine.org](mailto: hiring@torontobrigantine.org). Please include a resume and cover letter. Only candidates that meet our specified qualifications will be contacted for an interview.