

Okanagan Quality Life Society

Terms of Reference for Heaven Can Wait Captain

Position:	Heaven Can Wait Captain
Responsible to:	Chief Captain and Team Captain
Responsible for:	With a partner captain, pilot the Heaven Can Wait II pontoon boat while ensuring the safety and enjoyment of the clients
Qualifications:	<ul style="list-style-type: none">• Friendly and outgoing personality• Transport Canada Pleasure Craft Operators Certificate (PCOC)• Knowledge of the Heaven Can Wait boat handling characteristics• Knowledge of all instructions in the <i>Captain's Manual</i>• Trained and certified as a Heaven Can Wait Captain
Duties:	<ul style="list-style-type: none">• Read thoroughly and understand the Captain's Manual.• Communicate ahead of time with the client contact to confirm everything is a go for the scheduled boat trip.• Ensure the boat is properly set up ahead of time for each outing on the lake.• Conduct the preparations for the clients and the piloting of the boat in accordance with the Captain's Manual.• Fill out the Trip Log for every boat trip.• Report maintenance issues in the Maintenance and Repair Log (Blue Binder) and notify the Maintenance Officer.• Ensure the boat is properly moored at the end of each trip.• Ensure the seat/helm covers, etc., are in place if it is the last trip of the day.• Attend a monthly "Captain's Meeting" to discuss Heaven Can Wait operating and safety issues and to meet with team members to set up the team schedule for the coming month.• Read the meeting Minutes which are published after every meeting and which are posted on the OQLS website.
Related Responsibilities	<ul style="list-style-type: none">• Ensure the boat is maintained in a clean and tidy condition.• Assist in recruiting other volunteer Captains.• Participate, if possible, in other events, such as the annual OQLS BBQ, the Vernon Yacht Club Annual Boat Show or occasional fundraising events.