



April 1st, 2020

Dear Sea School Crew Member,

You are invited to apply for the ***Sea School's Lead Crew 2020 Training Program***. You have demonstrated the essential leadership skills necessary to be a good commander and crew member aboard a Sea School expedition. As you know, a Sea School expedition can be a demanding experience and we invite you to take on the next level of challenge by applying to become **Lead Crew**.

As **Lead Crew** (LC) you get the opportunity to work with the Sea School instructors and be a part of the crew. This can be a first step to becoming an instructor trainee. You will learn about leadership, teamwork, safety, basic skills, and how it feels to help maintain the well-being of the crew. We encourage you to have fun while setting a positive example for your crew members. As Lead Crew you are considered an important bridge between the participants and instructing team and do not pay tuition for your trip, however it is a volunteer position with no wage or honorarium. Applying to become LC does not guarantee you a summer position as LC, however it is an essential first step. After receiving all LC applications and reviewing them along with each candidate's qualifications and consulting with our Instructors we will decide who will be offered the limited summer positions. However, all applicants to the Lead Crew Training Program will have the opportunity to participate in other Program Events throughout the year.

For those who are interested in becoming Lead Crew but **do not** yet meet the eligibility requirements (*listed below*) to become LC this year, you can still apply for the **Lead Crew Training Program** because the role of ***Lead Crew-in-Training*** (LCIT) is available. As a LCIT, you will be offered the opportunity to participate in Lead Crew Training events such as Day Sails and hikes, volunteer days and training evenings while becoming ready to step into the role of Lead Crew in the future years as you work on and achieve the eligibility requirements. There are no requirements to becoming LCIT other than completing the LEAD CREW Application below, which includes sending a Cover letter and Resume.

Please feel free to reach out if you have any questions!

Sincerely,

Erin Philp

Programs Coordinator

HOW TO APPLY

Listed below is an overview of Lead Crew Application requirements & due dates:

DUE DATES:

DUE : May 4, 2020:

1. Send us a cover letter telling us why you are interested in the position and why we should consider you for Leading Crew or Lead Crew-in-Training
2. Send us your resume, describing any certifications, jobs or related/relevant experience (*school trips/classes, family trips, other camps..etc*)
3. Return the completed self-evaluation form included in this package
4. Get certified or plan to get certified and let us know about your plan before June 15th, 2020 * *Certifications will be happily accepted but may not be a hard-and-fast requirement in 2020 due to COVID-19 circumstances & considerations*

DUE : May 15, 2020:

1. RSVP to attend the Lead Crew Weekend/Day Sail/volunteer days

***Current Dates for Lead Crew Weekend: Sat June 27th / Sun June 28th other dates to come.*

DUE : June 15, 2020:

1. Get the necessary certification(s) or communicate your plan to become certified.

DUE Dec 31, 2020:

1. Volunteered for Sea School at least THREE times. Details Below
2. Have completed one more of the three certifications. Details Below

Once we review your : Cover letter, Resume and Self-Evaluation we will contact you to talk about your application. We will arrange a phone or in-person interview with you.

Good Luck and we hope to hear from you soon!

Leading Crew Eligibility Requirements:

Summer 2020

Lead Crew must:

- 1. Have been on a minimum of TWO Sea School Expeditions** (4, 5, 6 or 7-day trips) as a participant. Those applying with **THREE** or more expeditions will be considered **STRONG** Lead Crew candidates. ***These courses should be the same “category” eg. 2 sailing trips OR 2 wilderness trips, but exceptions can be made depending on the circumstances.*

If you have done two, you can do a third course early in the summer as a participant, and be more eligible for a leading crew position on a course at the end of the summer, but you must register for your third course and pay your deposit by May 15th, 2020.

- 2. Be at least sixteen years old.**

- 3. Have received ALL of the following certificates:**

** If cost of certification is prohibitive please contact the office for bursary information*

*** Certifications will be happily accepted but may not be a hard-and-fast requirement in 2020 due to COVID-19 circumstances & considerations. The PCOC can still be done online however the other two require in person instruction.*

- I. Standard First AID and CPR OR Wilderness First Aid**

(Wilderness First Aid, a more intensive course, is usually a weekend course. You can call the Red Cross, St. John Ambulance, Spiritus Training, or Adventure and Safety Atlantic to find out about courses. (The cost of the course varies with the organization teaching it: somewhere around \$90 for Standard First Aid and \$300 for Wilderness First Aid but unlike Standard First Aid, this certification only expires after 5 years.)

- II. Restricted Maritime Radio Operator Certificate (ROC-M)** This is a test you have to write after studying a workbook. Courses for this certificate are developed and delivered by private examiners and/or instructors associated with the Canadian Power and Sail Squadrons (CPS) for around \$60. Courses are not offered very frequently, so plan ahead or you can purchase the study guide online (\$25) and arrange to take the test from a certified examiner in your area. Contact the CPS by calling 1-888-CPS-BOAT (1-888-277-2628) or visiting <https://www.cps-ecp.ca/> and scrolling down to select info on “Marine Radio Operations” to find out more info. Contact the office for help arranging a course. (***This certification has no expiry.***)

*** The Sea School organizes ROC-M courses occasionally and will advertise them to our Lead Crew and Lead Crew-in-Training*

- III. Pleasure Craft Operator Card (PCOC)** Contact the Canadian Power and Sail Squadrons (CPS) by calling 1-888-CPS-BOAT (1-888-277-2628) or visiting <https://www.cps-ecp.ca/> and selecting the “PCOC” tab for more info, including how

to purchase the study guide online, how to find courses in your area, and who to take the test from in person in your area. Visit the Transport Canada website at https://www.tc.gc.ca/eng/marinesafety/debs-obs-paperwork-paperwork_operator-360.htm to find a list of course providers and approved issuers in Nova Scotia. Depending on whether you take a course or study the book independently, the costs will vary. (***This certification has no expiry.***)

4. Volunteer at a minimum of 3 events and attend the leading crew training leading up to your voyage, as part of your Leading Crew commitment.

**Volunteer opportunities this spring will be determined by the state of the Covid-19 Pandemic, and if limited, the volunteer requirement for Lead Crew candidates may be altered/reduced or completed in the fall.*

The Sea School will advertise a variety of volunteer opportunities as they arise and could include the following programs:

- **Sea School Day Sails** (*Lunenburg/Halifax*)
- **Boat Maintenance** preparing the boat to be launched in the spring, postseason putting the boats to “bed”, *Lunenburg & Halifax*)
- **Take It Outside Excursions** (*Halifax*, take on Leadership Role: meal planning, trip planning, etc! Get creative! We’re open to suggestions)
- **Leading Crew Day Sail** (*Lunenburg*)
- **Sea School fundraising events** (Bluenose Marathon, annual Boathouse SEASON Kick-off. Get creative, we welcome your input and creativity)
- **Sea School Outreach** (Flyering, Booth, Presentations, Spring and Holiday Mail-out, *Lunenburg/Halifax*)
- **Support Provisions Person** (cooking, prepping, and packing meals for trips & feast, *Lunenburg*)
- **Leading Crew directed events** (let us know if you would like to organize an event! We welcome your input & creativity!)

5. Have demonstrated strong basic skills on your previous Sea School courses. This position is open to people from outside of Nova Scotia and we won’t be testing candidates on their seamanship skills, apart from perhaps asking some questions when we interview you. We will base our decision on what we saw of your skills on your courses. If you are offered a leading crew position, start training yourself right away so that you are familiar with the list of seamanship skills on the following page. Any other training you can give yourself will be worth it. Review the Crew Handbook (*if your Crew Handbook is missing, please ask for a new copy*).

Seamanship skill checklist:

- Be able to tie these knots: *bowline* (both in your hand and around a pole), *rolling hitch*, *slippery hitch*, *cleat hitch*, *sheet bend*. *The bowline and slippery hitch you should be able to tie with your eyes closed. See Crew Handbook.*

- Be able to lay out a compass course on a chart, tell the difference between true and magnetic north, measure distance using the latitude scale, understand how to read the depth numbers and identify at least 10 chart symbols.
- Know and understand the following terms: mainsail, jib, mizzen, sheet, halyard, sprit, snottter, tiller, rudder, centreboard, bow, stern, port, starboard, thwart, fender, danforth anchor, plow anchor, rode, peak pennant, boom.
- Know the following commands and be able to explain what's happening when we do them: tack, gybe, luff, trim, ease, head up, fall off, slack, toss oars, give way, hold water, back water, come to oars, boat your oars.

Wilderness skill checklist:

- Be able to tie these knots: *bowline* (both in your hand and around a pole), *rolling hitch*, *slippery hitch*, *cleat hitch*, *sheet bend*. *The bowline and slippery hitch you should be able to tie with your eyes closed. See Crew Handbook.*
- Be able to use a compass on a chart, tell the difference between true and magnetic north, measure distance using the latitude scale, understand how use a compass to plan a route overland
- Know and be able to describe: how to set up a camp, camp etiquette and policies, how to set up a tarp shelter, Camp self-care/hygiene principles, water treatment guidelines.
- Know and be able to describe: how to select wood and build fires in different conditions

Get some books, check out “how-tos” on YouTube, find some sailor friends, go over all these things until you really know them.

6. Have demonstrated consistently an attitude of self-discipline, responsibility, initiative, maturity, resilience, patience and kindness throughout your participation in Sea School programs, and have a strong interest in teaching.

This is really the most important one. Without this, no amount of skill or certificates will help. This is the main point we will be judging applicants on. So please complete the self-evaluation included here and return it to us with your resume and cover letter. We will discuss it with you when we evaluate your application.

Remember: the deadline for submitting your application is MONDAY MAY 4th, 2020. This means we must have your letter, resume and self-evaluation form to The Nova Scotia Sea School Office by 4pm on May 4th, 2020

We accept digital applications, to programs@seaschool.org or admin@seaschool.org OR on paper mailed to PO Box 118, 174 Bluenose Dr, Lunenburg, NS, B0J 2C0

*Please be aware that we receive more applications for Leading Crew than we have spots for on trips, and while we will do all that we can to fit everybody in, **we cannot guarantee you a spot on a trip**. We have, and will continue to develop a leading crew program that goes beyond expedition sailing trips. If we cannot offer you a trip you will

still be able to participate in the non-expedition programs and take advantage of the multiple other opportunities the Sea School has to offer. The earlier we have your completed application the better. If you are offered a position, the deadline for completing your eligibility requirements (Certifications and 2 previous Sea School trips OR 2 previous trips and deposit/payment for your third) is June 15th, 2020. This means we must have copies of your certificates into the Sea School by 4pm on June 15th, or your position will be offered to the next person on the list. Some of the tests are not offered all the time, so give yourself plenty of time.

** Certifications will be happily accepted but may not be a hard-and-fast requirement in 2020 due to COVID-19 circumstances & considerations*

We all look forward to working with you this summer! Good Luck! For any questions, please contact Erin Philp at programs@seaschool.org.

Sincerely,

Erin Philp
Programs Coordinator

Seamanship Leading Crew Self-Evaluation Form

Summer 2020

Complete and return to Erin Philp (programs@seaschool.org) with an application letter and resume by 4pm, May 4th, 2020. Don't forget to indicate which trips you are available to do at the bottom of this page.

Your Name (please print) : _____

On a scale of 1 (need a lot of work) to 5 (great), how do you rate yourself on these qualities?

- ___ Self-discipline
This is the ability to complete things properly without being reminded and do what needs doing without complaint even if you don't really want to.
- ___ Responsibility
This is being trustworthy and conscientious, and being unselfish enough to put other people's needs ahead of your own.
- ___ Initiative
This is the ability to see what needs doing and do it without being asked. It has as much to do with being aware of what's going on around you as with being willing to do things. It's also about being brave enough to try things you're unsure of.
- ___ Resilience
This is the ability to recover from setbacks and difficulties quickly and on your own. It is being able to stay cheerful and determined even when you're hot, cold, exhausted, angry or frightened.
- ___ Patience
This is being free of complaint or frustration. It's the ability to help people learn at their own pace and in their own way, without judgment or superiority.
- ___ Kindness
This is the ability to appreciate everyone and to be aware enough of what's going on with everyone that you can offer the right help in the right way at the right time.
- ___ Interest in Teaching
This is believing that it's more important for people to learn things than for the job to be done "right". It's the desire to offer people chances to do things themselves even if it means giving up the chance to do things yourself.

SUMMER AVAILABILITY :

ADDITIONAL QUESTIONS :

Are there any specific events you would like the Sea School to organize & why? :

Use this space to tell us anything else you think we should know which supports your application. :