

SAILABILITY WHITSUNDAY Sailing day Job Requirements



	Jobs	Qty	Tasks to complete
1.	Officer of the day (OOD)	1	Job allocations on whiteboard , roster clients to boats Overall land, water & safety organization (EEP) Meet & Greet - liaise with Carers /Visitors and vols.
2.	Registrar	1	Set up Sailability & IGA feathers . Toilet code (check validity) Organise sailing day record sheets - clients & participants. Collect & receipt monies to participants & reconcile receipts. Set up VHF radio land base & VHF handheld radio distribution. Complete radio checks to all operations – safety & handhelds.
3.	Dock/beach handlers	2-3	Dock safety – rig dock line, embarking and disembarking clients with skippers and carers.
4.	Tractor driver	1	Check motor – launch & retrieve boats – both ramps. Return to storage area.
5.	Volunteer organizer	1	Show new vols the ropes/buddy system. Organise training dinghy. Support OOD & supervise independent sailor clients.
6.	Catering Self-serve morning tea/ lunch noon - 12.30pm (tide?)	1-3	Take/return catering needs to kitchen areas /jug /water dispenser. Set up tea etc facilities behind bar. Store supplies. Organize set/pack-up of table, chairs (OOD - Nos. required) water & ice (cups), BBQ set-up (gas bottle) cooking & wash-up, clean & sweep, rubbish disposal. Stocktake of supplies for next event to OOD.
7.	Skippers Sit on port side seating position- on dock-client enter closest Position client on Cat according to weather conditions/weight distribution.	Per Boat	Rig and check boat, launch – secure & organize sailing systems ready to set sail, Check client life jacket on land & accompany with carer to dock, instruct & assist client entering boat. Operate boat in a responsible manner with client onboard – furl sails on increasing wind. ON Water - observe support boat instructions/rules staying close together etc. Signals, modified racing conditions & set course instructions at briefing earlier in day, give sail instructions – at times - dock return requires staggering (support boat requirement). Retrieve, wash, de-rig & store boat. Report maintenance issues to OOD.
8.	Support Boat Skipper – instructs when needed - radio to land base. Observer assists	2	Checklist – pre launch, course buoys, safety needs (life ring, lines etc) Launch and retrieve boat, observe & care for fleet, resolve safety issues on water. BE ON WATER BEFORE ANY BOATS LEAVE. Graham may retrieve – may wash, flush engine, return boat to shed. Reporting maintenance/fuel to OOD.
9.	Observation boat Skipper / observer (Max 9 pax)	2	Recreational water rides - only experience for some (one on one needs) spare clients etc. Assist support boat. Returning to pontoon, secure, raise motor etc. Graham retrieves. Report problems to OOD

General Enquires & SMS Notifications **0499 835 111**

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