

# Key Responsibilities & Duties of a Crew Leader

## THE ROLE

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Crew leaders help on our sailing trips, however you don't need to have sailing experience. You will look after young people both on board the boats and ashore with the help of the skipper and mate.

You will ensure the needs of young people are met, from food and hydration, to making sure they are wearing the right clothing and protected against the sun.

## RESPONSIBILITIES & DUTIES

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### Prep the boat (if not travelling with young people)

- Get the food delivery unpacked on board (liaise with other boats and the shore team to identify any missing items in good time).
- Unpack the games and supplies from the office (and hide your water pistols!)
- Attend a team briefing and receive your briefing booklet.

### Meet the crew

- Get involved in icebreaker activities.
- Help young people get settled on the boat.
- Contribute to your Crew Charter - your crew's agreement on how to have a fun, safe and inclusive week.

### During the day

- Ensure young people have sun cream, are hydrated and in appropriate clothing for the day.
- Support young people in getting ready for the day (showers, teeth brushed, right equipment etc).
- Ensure everyone is eating throughout the day - let your skipper know if you are running low on any items.
- Check on the wellbeing of young people - raising any concerns with your skipper.
- Ensure young people are safe and engaged in activities.
- Take / encourage young people to take pictures (and make sure the camera / camera phone is charged for the next day).



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## Shoreside, or when not sailing

- Set up games and activities.
- Create a space for young people to socialise.
- Make sure young people are safe, supervised and having fun.
- Help young people in preparing meals and ensure everyone has eaten enough.
- Support in ensuring young people get enough sleep.

## Saying goodbye

- Help young people pack away.
- Check the boat for any left items / lost property.
- Share your best bit, worst bit and funniest bit of the trip.

## Pack Away

- Work with your skipper to clean the boat.
- Return any Trust-owned equipment to the office.
- Complete your feedback.
- Return your briefing booklet.

