

## Peace River Sail & Power Squadron

### Job Description

**Department:** Administrative  
**Job Title:** Port Captain  
**Reports to:** Administrative Officer  
**Rank:** Lieutenant

**Purpose:** A Port Captain is a member of the United States Power Squadrons, who stands ready to provide advice and assistance to USPS members. The Port Captain can recommend mechanics, sail makers, and repair yards in the area as well as medical and dental facilities in his or her locale. The Port Captain also can direct weary sailors and boaters to local restaurants and motels. While Port Captains are under no obligation to provide more than friendly advice, they are persons who enjoy meeting people and helping their fellow boaters.

**Organization:** The position reports to the squadron Administrative Officer (AO).

#### **Chairperson(s) Duties:**

1. Be familiar with the activities of local USPS squadrons, the U.S. Coast Guard and the Coast Guard Auxiliary.
2. Have an extensive knowledge of local waters and unmarked hazards to safe navigation.
3. Maintain listing of local resources such as marinas and facilities, mechanics, boat electricians, and ship chandlers. In addition, the Port Captain should have knowledge of local medical and dental facilities that boaters may have a need for.
4. Have local maps, shopping, and restaurant information available for USPS members transiting the area. Much of this can be obtained from the Charlotte County Chamber of Commerce.
5. Send an email report at the end of each month to Administration Officer of activities of of the Port Captain (negative reports are also required).
6. Keep track of hours worked by members for Merit Marks and turn in MM's in a timely manner to ExO. Due in October.
7. The chair will appoint one member as an assistant and mentor them, so they would be able to fill in if the Port Captain is absent or ill. Records and reports should be maintained for use in the Port Captain's absence and for his successor