



## Seamen's Church Institute of Philadelphia and South Jersey (SCI)

### **Ship Visitor Assistant Manager**

Ship Visitors love the outdoors in all weather conditions and must be willing to climb gangways and be comfortable with heights. A valid driver's license is necessary, along with the ability to use a smart phone and to drive a passenger van in and around the Philadelphia area. We offer safety equipment, training, and assistance with obtaining the necessary TWIC (port entrance authorization) card.

#### **Reports to: Operations Manager**

**Seamen's Church Institute of Philadelphia and South Jersey is an independent 501 (c)3 that has served the needs of the seafarers that work on the cargo ships of the Delaware River since 1843.**

- \*Dispatch self and others to visit cargo ships, offer services, assess a range of personal needs from transportation, communication to home, shopping for personal items, and specialized situations.
- \*Coordinate with other port stakeholders including agents and terminal operators.
- \*Oversee the night/weekend ship visitors
- \*Technology tasks including downloading ship information from 3<sup>rd</sup> party into SCI systems and inputting detail on ship visits
- \*Keep track of WIFI units
- \*Given the pandemic, the ability to pivot to changing needs (for example, we are now the main coordinators of COVID-19 vaccinations for foreign seafarers in the region).
- \*Flexibility to adjust quickly to changing schedules
- \*Ensuring ship visitors follow policy and procedures
- \*Provide feedback to improve operations practices to senior management
- \*Other duties as assigned

**The successful candidate should have a positive attitude and concern for humankind.**

**The successful candidate ability to pass drug test.**

**The position is flexible on part-time to full time with 29 hours the minimum requirement. Minimum hour requirements: Monday 930-930, Tuesday 930-930, Wednesday 430-930. Two weeks of training on other shifts. Schedule is subject to change as needs change over time.**

**Benefits available.**