

The Steamer Virginia V Foundation

Dedicated to the Preservation and Operation of Puget Sound's Last Wooden Passenger Steamship

Volunteer Handbook



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The Steamer Virginia V Foundation Volunteer Handbook

WELCOME ABOARD!	1
THE MISSION	1
STAFF & ORGANIZATIONAL STRUCTURE	1
VIRGINIA V SPECIFICATIONS	2
VOLUNTEER POSITIONS	2
Maintenance Team	2
Deck Crew	3
Deck Officers	3
Docent	4
Engineering Crew	4
VOLUNTEER MANAGEMENT	5
Communications	5
Volunteer Benefits	5
Scheduling	5
VOLUNTEER CODE OF CONDUCT	5
Respect	5
Personal Responsibility	6
Safety	6
Collaboration	6
Foundation's Commitment to Volunteers	6
VOLUNTEER POLICIES	7
Alcohol and Drug Use	7
Accident or Injury	7
Attendance	8
Dismissal	8
Grievance Process for Volunteers	8
Harassment Policy	8
Hours	9
Liability of Volunteers	9
Minors	9
Reassignment	9
Safety Procedures	9
FREQUENTLY ASKED QUESTIONS	9
DRUG TESTING PROGRAM	11
Pre-Employment Drug Test	11
Random Drug Testing	11
Categories to be tested	11

The Steamer Virginia V Foundation Volunteer Handbook

WELCOME ABOARD!

The non-profit The Steamer Virginia V Foundation, dedicated to the preservation and continued operation of the S.S. VIRGINIA V, welcomes you and all our volunteers as we share in the historic maritime tradition of Puget Sound!

The Foundation was created in 1976 by people like you with a diverse background of experience working together to assure the VIRGINIA V's continued presence on Puget Sound waters. Early foundation members included private owners from the Northwest Steamship Company, those who had served aboard as crew, and many others who simply appreciated her fine lines, steam machinery, and iconic whistle.

This handbook is designed to give you an overview of the VIRGINIA V and the organization that supports her. This handbook lays out the different volunteer opportunities on the vessel as well as the basic policies and procedures involved with these efforts. We welcome the contribution of your time, talent, and willingness to help in our ongoing adventure. Keep the steam up!

- The Officers and Trustees of The Steamer Virginia V Foundation

THE MISSION

The mission of The Steamer Virginia V Foundation is to promote Puget Sound's maritime heritage through the restoration, preservation, operation, and interpretation of the National Historic Landmark vessel S.S. VIRGINIA V.

By maintaining the VIRGINIA V as a working vessel, as well as a living museum, the Foundation provides a first-hand opportunity to experience Puget Sound's maritime and commercial transportation heritage. As a maritime community ambassador, the Foundation plays a leading role in the Northwest region by developing partnerships with other maritime organizations and waterfront communities with educational programs that utilize the VIRGINIA V to better understand and promote the maritime history of western Washington State.

STAFF & ORGANIZATIONAL STRUCTURE

The Steamer Virginia V Foundation is governed by a Board of Trustees. The slate of officers is as follows: President (1), Vice President (1), Treasurer (1), Secretary (1), and Trustees (3 to 15). Board bylaws are available upon request. Board meetings are open to the public and normally occur on the second Thursday of the month.

The Steamer Virginia V Foundation is staffed by the following positions: Executive Director, Finance Director, Director of Membership and Marketing, Senior Captain, Director of Engineering, Senior Docent, and Volunteer Coordinator.

VIRGINIA V SPECIFICATIONS

The Ship

Length: 125 feet on deck

Beam (Width): 24 feet

Tonnage: 99 Gross, 67 Net Displacement

(Weight): 150 tons

Propeller: 75-inch diameter, 4-bladed, with 104-inch pitch on a 5 1/2" propeller shaft.

Built in 1922 by Matt Anderson in Maplewood, Washington, for the West Pass Transportation Company of Lisabeula, Vashon Island, Washington.

The Engine

Manufacture: Heffernan Machine Works

Built: 1904, first installed on the vessel *Tyrus* in 1907

Type: Triple-Expansion, Double-Acting, Reciprocating Steam Engine

Indicated Horsepower: 400

Maximum RPM: Approximately 200

Piston Stroke: 18 inches

Cylinder Bore (Diameter): 10 1/2 inches, 16 3/4 inches, and 28.5 inches (HP, IP, and LP respectively)

VOLUNTEER POSITIONS

Maintenance Team

Keeping a vessel like the VIRGINIA V going is a monumental task. Volunteers on the maintenance team are up to that challenge. They are responsible for all the bright work, painting, and non-shipyard woodworking projects on the VIRGINIA V. Simply put, they are the reason she looks so good. This is a drop-in volunteer position that does not require training or specific skills; however, should a project require work unfamiliar to the volunteer, project supervisor(s) will provide necessary training. Work parties are generally held weekly and announced by the Director of Engineering.

Skills Required

Elbow grease and the willingness to work. Previous finish work experience is a bonus.

Schedule

The organization of this team is evolving so its schedule is TBD for 2025.

Notes

Maintenance volunteers do not need to be drug tested to volunteer.

The Steamer Virginia V Foundation Volunteer Handbook

Deck Crew

Deck crew volunteers keep the VIRGINIA V operational. They handle lines for public cruises, help passengers on and off the vessel, and generally help keep the boat ship-shape during excursions. Experience is preferred but not required. There are four different deck positions: Deck 4 through Deck 1. Deck 4 is the entry-level position and all volunteers are considered eligible for Deck 4. This position provides an opportunity for volunteers to in a Virginia V cruise, allowing them to experience the ship's operations and determine whether becoming a deckhand is the right fit. It serves as an introduction to the operational crew, helping volunteers assess their interest in continuing with the deck team.

Skills Required

- 1 General mobility (ability to lift 50 pounds).
- 2 General seeing ability,
- 3 Able to speak and understand English.

Schedule

Our schedule is variable. The busy season for excursions is May through September. Cruises can be any day of the week. Weekend cruises can be during the day or evening. Weekday cruises are mostly in the evenings.

Notes

Deck 4 does not need to be drug tested. However, to advance to Deck 3, volunteers will need to pass a drug test. This is a U.S. Coast Guard requirement.

Deck Officers

The Virginia V operates with two officers on deck while underway: the Captain and the Mate.

The Captain, as Master of the vessel, has ultimate authority and responsibility for the ship, crew, and passengers. The Captain must fully understand the vessel's characteristics, maneuverability, limitations, and best practices to ensure safety at all times.

The Mate, as second-in-command, shares responsibility for the ship, crew, and passengers.

Although not required by the U.S. Coast Guard, the Foundation uses this position to assist the Captain with navigation and watch keeping, enhancing safety. The Mate must be well-versed in the vessel's operations and ready to assume the Captain's duties if needed.

Skills Required

1. General mobility and the ability to lift 40 pounds.
2. Hold a current USCG Merchant Mariner Credential (MMC) as Master of self-propelled vessels.
3. Experience as a USCG Master, directly and solely responsible, of self-propelled commercial and/or recreational vessels on Ocean, Near Coastal, or Inland waters regulated by the USCG.

Schedule

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The Steamer Virginia V Foundation Volunteer Handbook

Notes

A Deck Officer must pass The Steamer Virginia V Foundation offer advancement Procedure – requirements, instruction and testing.

Docent

Docents provide tours of the ship and share historical information about the VIRGINIA V with visitors as well as speaking during some events. This position requires training onboard the ship and the study of important historical events and documents that relate to the V5.

Skills Required

1. General mobility
2. Good people skills, willingness and ability to be warm and personable with visitors and passengers
3. Love of History
4. Multi-lingual is not required, but is very helpful.

Schedule

Docents are needed most weekends for open ship days and on public cruises throughout the busy season.

Notes

Docents do not need to be drug tested to volunteer.

Engineering Crew

Engineers keep the heart of the ship, her 100+ year-old steam engine, going. Folks interested in this position will learn about steam engines, oiling, and the general systems of the *VIRGINIA V*. The engineering crew consists of Chief Engineer, Designated Engineer, and Trainee. The Trainee is the entry-level position.

Skills Required

- 1 General mobility (ability to lift 50 pounds, get up and down ladders, and squeeze into tight spaces.
- 2 General seeing ability,
- 3 Able to speak and understand English.
- 4 Affinity for grease and oil is helpful.

Schedule

Our schedule is variable. The busy season for excursions is May through September. Cruises can be any day of the week. Weekend cruises can be during the day or evening. Weekday cruises are mostly in the evenings.

Notes

Trainees do not need to be drug tested. Designated Engineers and Chief Engineers must complete a drug test.

VOLUNTEER MANAGEMENT

Communications

All communications with volunteers will be handled by The Steamer Virginia V Foundation staff or designated volunteer leadership.

Volunteer Benefits

The Steamer Virginia V Foundation volunteers will receive the following benefits, after completing an orientation, introductory trip, and four working trips:

- Free membership to the foundation, including a 5% discount on charters •
- V5 shirt and hat
- Invitations to onboard volunteer appreciation events
- Invitations for families/friends to non-public cruises like fuel and positioning runs
- Trainings such as CPR/First Aid

Scheduling

All scheduling of volunteers will be handled by The Steamer Virginia V Foundation staff and designated volunteers.

VOLUNTEER CODE OF CONDUCT

Respect

Treat all individuals with a sense of dignity, respect, and worth. Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the lifestyle of each person with whom you work. Be courteous and polite in all actions.

Do not use profane and abusive language, or disruptive behavior that is dangerous to self and others.

Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person.

Respect others' political, cultural, or religious beliefs.

Personal Responsibility

Be dependable, recognizing the commitment and responsibility to my volunteer assignment. Accept assignments consistent with my interest, abilities, and available time.

Accept assignments with an open mind and a willingness to learn.

Serve as a goodwill ambassador and interpreter for the VIRGINIA V.

Show up for your scheduled shift or call the office/crew leader at least 24 hours in advance if you cannot make it. Log your volunteer hours.

Safety

Practice situational awareness in all endeavors. Be alert for hazards to yourself and others, be keenly aware of your own limitations. Always speak promptly to your immediate supervisors or others as needed when you recognize a hazard or feel unsure of how to handle the tasks assigned to you.

Not use, possess, or be under the influence of alcohol or illegal drugs at any time. Abstain from all illegal activity.

Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and clothing, and reporting accidents, injuries, and unsafe situations.

Report suspicious activities to your immediate supervisor, Chief, or Captain.

Collaboration

Be a team player. Keep an open mind and value the input and suggestions of my fellow volunteers, hosts, co-workers, and colleagues. Come to decisions democratically. Seek consensus.

Be patient when working on group projects. React with grace when your idea is not the one chosen. Support your project to the best of your ability.

During vessel operations, the chain of command is necessary to assure the safety of the passengers, crew and vessel. When underway, make sure to follow instructions from your supervisor. If you have an issue with your instructions, bring them up with your supervisor at the end of the cruise.

Foundation's Commitment to Volunteers

1. Receive training and supervision appropriate and necessary to your applied position
2. A safe working environment
3. A harassment-free working environment
4. Support from staff and/or trustees in working out any problem that may arise

If you feel that any of these rights are not being met, please contact the Executive Director by email, phone, or both.

VOLUNTEER POLICIES

Purpose of Policy

The purpose of the volunteer policies is to provide guidance and direction to staff, crew, trustees, and volunteers in regards to volunteer involvement and management efforts. Unless specifically stated, these policies apply to all non-elected volunteers in all programs and projects undertaken by or on behalf of the organization, and to all departments and sites of operation of the program. Alterations to or exceptions from these policies may only be granted by the decision of the Board of Trustees and must be obtained in advance and in writing. Policies and procedures not specifically covered in these policies shall be determined by the area leader and/or Executive Director.

Alcohol and Drug Use

In conformance with the United States Coast Guard rules and regulations, no crew member shall be under the influence of drugs or alcohol during their volunteer shift. Violation of the policy is grounds for immediate dismissal from the volunteer program.

Accident or Injury

Volunteers must promptly notify the appropriate personnel if they are injured while performing volunteer duties, or if they witness an accident or injury involving a person, crew member, volunteer, or visitor. An injury report must be completed for any injury to staff, crew, volunteers, or visitors upon request. The following are the personnel to contact for the various modes of operation in the order as follows:

1. Underway (or at Dock) –

The Captain shall be the primary contact to assess and respond to the accident or injury and will call 911 if necessary.

- i. Do NOT call 911 unless approved by the Captain.
- ii. Do NOT call the Executive Director
- iii. Do NOT call any other staff member

2. Dockside Event –

The Executive Director, or the Lead Docent in the absence of the ED, shall be the primary contact to assess and respond to the accident or injury and will call 911 if necessary.

- i. Do NOT call 911 unless approved by the Executive Director or Lead Docent
- ii. Do not call any other staff member

3. Ship Maintenance & Work Parties –

- a. Call 911 immediately if deemed necessary, then;
- b. Contact the Executive Director as soon as possible after the situation allows

The Steamer Virginia V Foundation Volunteer Handbook

Please Note: The Steamer Virginia V Foundation provides no insurance coverage for volunteers who are injured on the job. Volunteers accept their own risk of injury while working and will be responsible for necessary medical treatment.

Attendance

Cancellations by volunteers signed up for shifts present a great deal of hardship for V5 crew and staff. Not showing up for your shift can cause a poor visitor experience at best, or temporary closures and cancellation of programs at worst. If you need to reschedule your shift, please call at least 24 hours in advance. If you are unable to arrive on the day of an activity, call the Captain or person in charge of the activity as soon as possible. If you no show without notice, it can be cause for reassignment or dismissal.

Dismissal

Volunteers who do not adhere to the rules and procedures of The Steamer Virginia V Foundation may be subject to dismissal. Reasons for dismissal may include, but are not limited to: use of alcohol on or around V5 during shifts, intoxication while on shift or in contact with passengers, use of illegal drugs while onboard the V5 or participating in V5 programs, repeated absenteeism, failure to pass the required drug test, inappropriate behavior and/or harassment of other volunteers, crew, passengers or staff, unsafe practices, or falsification of information on a volunteer application. Dismissed volunteers will be removed from all mailing lists and forfeit all volunteer privileges and benefits. Volunteers who have been dismissed may ask to be considered for reinstatement by requesting an Executive Director and Ship's Officers review but would need to apply as a new volunteer.

Grievance Process for Volunteers

The following are the paths of resolution in the event a volunteer experiences a difficulty with a staff member, crew member or fellow volunteer:"

- i Address the issue directly with a staff member, the Executive Director, crew member, or volunteer involved in an attempt to resolve the matter.
- ii If the issue remains unresolved, escalate the concern to the Executive Director of The Steamer Virginia V Foundation and request the implementation of a grievance plan.
- iii If the grievance plan is not being followed, taken seriously, or if you encounter difficulties working with the Executive Director, contact the President of the Board of Trustees.

Harassment Policy

Inappropriate behavior such as sexual harassment, confrontation, rude language or other acts that cause notable discomfort among patrons, volunteers or staff may be cause for dismissal.

Hours

Individual volunteers are responsible for the accurate and timely submission of their volunteer hours online through our volunteer database: virginiav.org/volunteer-hours. Keeping a good record of your time helps in acquiring grants that fund the ship's preservation and operation.

Liability of Volunteers

Volunteers working in an official volunteer capacity on or around the VIRGINIA V are not liable for accidental damage to property or a person which occurs because of volunteer work.

Minors

Volunteers under the age of 18 must have the written consent of a parent or legal guardian prior to volunteering. The volunteer responsibilities assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

Reassignment

Keep in mind that should your first volunteer assignment not work out, you may ask to be reassigned to another program area, if that volunteer opportunity is available. In addition, a staff person or crew member can recommend a reassignment based on volunteer non-attendance or non-adherence to safety procedures.

Safety Procedures

Staff, ship's officers, and crew supervisors will inform you of all safety procedures relevant to your volunteer job. For specific areas like the engine room, a safety orientation may be part of your training. Disregarding safety procedures is cause for dismissal.

FREQUENTLY ASKED QUESTIONS

1. How do I find the VIRGINIA V?

The VIRGINIA V is docked at the west end of the Historic Ships Wharf in South Lake Union at the end of Terry Avenue, just north of the *Museum of History and Industry* (MOHI) in Lake Union Park. Our Vessel address is 860 Terry Avenue N.

2. What transit routes can I use?

The "C Line" rapid ride as well as the #40 and #70, #62, and #8 busses, and the South Lake Union Transit (SLU) streetcar all come to South Lake Union.

The Steamer Virginia V Foundation Volunteer Handbook



3. Where can I park when I come to the ship?

Nearby parking, paid and free, and Pay-and-Park spaces along Westlake Avenue and Fairview Avenue are the closest parking available.

4. When are we open?

The Steamer Virginia V Foundation no longer operates with a traditional office open Monday through Friday from 9 a.m. to 5 p.m. However, the ship is generally open to the public on an operations permitting basis and are subject to change. The schedule for public cruises is available on our website at VirginiaV.org.

5. Are there restrooms onboard the ship?

Yes, we have working women's and men's heads aboard the ship when we are docked in South Lake Union and when we are underway.

6. Is the ship handicap accessible?

Yes and no. Due to the ship's age and its status as a registered National and State Historical Landmark, the Virginia V is not required to meet full ADA compliance for handicap accessibility. However, we strive to accommodate all guests who wish to board. We have methods in place for boarding both motorized and non-motorized wheelchairs and can assist with access to the main salon. If you have concerns about accessibility, please contact the office, and we'd be happy to arrange a meeting to discuss or demonstrate our boarding procedures.

7. Can I charter the VIRGINIA V?

Yes, you can! The cost of private charter varies depending on the length of the event, whether it is dockside or on the water, where you want the ship to sail, etc. As an active volunteer, you will receive a discount on all charter rates. For more information about scheduling an event/charter call 206-624-9119 or email info@virginiav.org.

The Steamer Virginia V Foundation Volunteer Handbook

8. Can I volunteer in more than one capacity?

You bet. We recommend that new volunteers choose one track to start and then expand their role over time.

DRUG TESTING PROGRAM

Drug testing on vessels is regulated by the U.S. Coast Guard (USCG) under 46 CFR Part 16. These regulations mandate drug testing for individuals in safety sensitive positions on commercial vessels, including those with a U.S. Coast Guard-issued credential (e.g., deck officers and chief engineers), as well as deck crew members. Required testing includes pre-employment, random, post-accident, and testing based on reasonable suspicion or as part of a return-to duty process.

Once enrolled in the system, 25% of volunteer crew members will be randomly selected each year for drug testing. Selections are made randomly by an external vendor, and testing takes at a drug testing facility.

The Steamer Virginia V Foundation covers all costs associated with the drug screenings after the initial pre-employment test.

If you have any questions about the drug testing program, please feel free to contact the office for clarification.

Pre-Employment Drug Test

To complete a pre-employment drug test, contact the Executive Director either by email or by phone at 206-624-6119.

During this phone call, you will schedule a pre-employment test at a specified Certified Drug Testing Facility location. Please have access to a calendar during this phone call.

Once the screening is complete, they will send the results to us, and we will share them with you.

Random Drug Testing

Through random selection, the Certified Drug Testing Facility will notify the Executive Director, who will then request that you complete a random drug test. Failure to comply with this request will be considered a failed test.

Categories to be tested

The random selection will be conducted by designated, qualified personnel from a Certified Drug Testing Facility, in accordance with 49 CFR 40.

- 25% selection of crew (as defined by the two criteria of a crewman) randomly selected by crew position
- The random selection will be made by Business Health Link and the tests will be conducted by the designated qualified Urine Drug Screen Collection crewman per 49CFR40.
- In the event of a serious marine incident or accident, as defined in 46 CFR 16.240, the completion of USCG forms CG-2692 and CG-2692D is required. The categories for testing are maintained in the Drug

The Steamer Virginia V Foundation Volunteer Handbook

Testing Notebook onboard the Virginia V. A copy of these forms, along with additional urine collection kits and alcohol test kits, will be kept in the wheelhouse, if needed.

- Reasonable cause:
 - Per reference 46CFR16.250(a)(b)(c), 33CFR95.035 and recorded per 466SC11512
- Any crewman by whose manner, speech, disposition and/or muscular movements appear by observation to be under the influence of alcohol or a chemical substance is subject to reasonable cause testing.
- No crewman can be forced to submit to reasonable cause testing. However, any refusal must be completely documented and the crewman removed from performing any duties in any sensitive position on the ship.
- Periodic testing:
 - Regarding the requirement of the Regional Examination Center for the issuing of license and merchant marine documents.
 - The ship will provide a testing site but is not required to perform periodic testing.
- Testing will be performed for the following drugs:
 - Amphetamines, cocaine, marijuana, opiates and phencyclidines



Thank You for Volunteering!

The Steamer Virginia V Foundation is a non-profit organization under section 501(c)(3) of the IRS Code.
Tax ID #91-0989160