

CBC Volunteer Job Descriptions

Boat Builder/Woodworker

(Reports to Operations Manager or Education Director)

CBC has a large fleet of boats, including more than a dozen wooden ones. Volunteer responsibilities may include:

- Building and painting Bevin's Skiffs-both before, during, and after programs; helping to maintain Bevin's fleet (sometimes with students and sometimes without)
- Assist with fleet maintenance, including painting, installing new bumpers
- Ordering and picking up parts
- Fabricating parts needed for other CBC projects, such as model boat builds
- Repairing small boats, including, at times, teaching repairs to Junior Instructors
- Sewing sails
- Fiberglass boat maintenance

Development

(Reports to Development Director)

CBC has one full time development director, who can use help continuing to increase and diversify the organization's funding. Volunteer responsibilities may include:

- Finding and researching new grant opportunities with the assistance of paid resources and search engines
- Helping to classify grant opportunities by program and department
- Producing and mailing thank you letters and notes
- Helping to write grants and collecting necessary data in CBC's existing files for their submission

Facilities Maintenance

(Reports to Operations Manager)

We maintain multiple buildings and their outdoor spaces. Our Operations team can often use assistance with both regular maintenance and special projects. Volunteer responsibility may include:

- Helping with various facilities projects such as building shelves, minor repairs, etc.
- Gardening/mowing lawn, caring for outdoor spaces

Opening of the Bay

(Reports to Development Director)

Our biggest fundraiser of the year, Opening of the Bay takes place each spring. An event committee helps to coordinate the event logistics, encourage businesses to purchase sponsorships and sell tickets. Volunteers are also essential to setting the event up, working various stations during it, and cleaning up afterwards. The silent auction is a big part of the event and we need help with all parts of its organization from soliciting donations to getting winners their items after the event.

Programs

(Reports to COO)

At different times of the year, particularly in the winter, some of our program staff can use extra help with a variety of tasks. Sometimes this is needed before programs, to help prepare, and other times an extra pair of hands would be invaluable during the programs themselves. Anyone helping directly in our programs will need to undergo our CORI and SORI background checks. Volunteer responsibilities may include:

- Cutting out paper boats
- Assisting in classrooms with use of hand tools
- Restocking our education kits

Special Projects

Throughout the year we have a variety of special projects for which we need extra help, including different community centered events and launching/hauling our floats. Who knows what we'll need help with in the future!