CBC Volunteer Job Descriptions

Boat Builder/Woodworker

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

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

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

Marketing & Social Media

As CBC continues to grow and attempts to reach more of the community, we are constantly striving to improve our marketing efforts. Volunteer responsibilities may include:

- Helping to design promotional items and materials
- Attending CBC programs to take notes and photos
- Managing social media, particularly Instagram
Opening of the Bay

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.

Programs

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. Volunteer responsibilities may include:

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

Sailing Instructors

Occasionally CBC hosts larger events, during which we need qualified sailors to sail our equipment with guests on board. Events include family days, skippered sails and regattas.