



COMMUNITY BOATING CENTER BELLINGHAM BAY

Community Boating Center
555 Harris Ave.
Bellingham, WA 98225
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Boatingcenter.org
info@boatingcenter.org
EIN 20-4946594

2020 CBC Internship Position Description

Our Mission: The Community Boating Center (CBC) fosters small-watercraft education, access, safe recreation, and marine stewardship on Bellingham Bay.

Our Story: Our programs and services are available to all ages and backgrounds. We teach to US Sailing and American Canoe Association standards through a variety of on-land and on-water courses. We offer adult and youth sailing and kayaking group classes, as well as private lessons, guided tours, and week-long youth camps. Our services include daily boat rentals throughout the summer, as well as year-round dry moorage. The CBC was founded in 2006 and is supported by a robust community of donors, business and foundation support, community partners, students, volunteers and tenants.

Position Description: As a CBC intern, you will apply your professional and personal experience and academic interests through our marine stewardship, community outreach, and curriculum development opportunities. Your projects will vary depending on the season in which you intern; your manager will work with you to establish internship project goals, and to align your assigned projects with your academic needs. Internships can be either 200 or 400 hours (PT or FT) over a ten week period, depending on business needs and your school schedule and availability. You'll learn alongside our Operations Manager, Executive Director, and volunteers. We strive to balance what you want to learn with what needs to be done at the CBC. Duties may include: providing support to daily boat rentals and programs, public education and engagement, vessel and equipment repairs, curriculum development, integration of STEM and marine stewardship concepts into CBC services, administrative tasks, and volunteer coordination.

All majors are welcome to apply.

This position reports to the Operations or Programs Manager, and the Executive Director.

Position Term: 10 weeks total, at either 200 or 400 hours. 200 hours is scheduled at 20 hours/week, 400 hours is scheduled at 40 hours/week. Scheduling is determined by business project need and student availability. The Community Boating Center is an equal opportunity, at will employer.

Stipend: \$1000/400 hours, \$500/200 hours

Area of Responsibility: All interns work with their manager to develop tailored project goals that build on their academic and professional goals, while also furthering the CBC's mission. As such, specific intern duties may vary depending on your major, your personal interests, your experience, and business needs. Your potential duties include:

- Design and development of marketing and social media promotional materials
- Programs and operations support
- Volunteer coordination, training, and system development
- Public education and community outreach
- Fleet and facilities support; carpentry, fiberglass repair, etc...
- Curriculum development for youth and/or adults: STEM and marine stewardship integration
- Other duties as assigned

Required Knowledge, Skills, & Abilities:

- Current CPR/First Aid/AED Certification (can be obtained after hire and before programs begin)

- Washington State Boaters Card (can be obtained after hire and before programs begin)
- Must successfully pass required criminal background checks
- Must have a current driver's license and a clean driving record
- Excellent communication skills: in person, over the phone, and by email
- Candidate must demonstrate high quality writing and research skills
- Proficient in MS Office, Google Drive
- Enrolled in higher education
- Strong interpersonal skills

Preferred Skills:

- Strong communication and organizational skills
- Ability to work proactively within a team as well as independently
- Self starter, able to think creatively to solve problems
- Understanding of, or prior work/volunteer experience, in a non-profit organization
- Experience with sailing, kayaking, rowing or paddleboarding
- Experience with marketing, social media, digital promotion, or brand building
- Graphic design experience
- Photography skills

Academic Development: Interns are encouraged to develop a study and work plan that ensures adequate time to develop and hone new skills in complimentary business areas such as bookkeeping, social media, marketing and administration.

How to Apply: Please send your cover letter, resume, a writing sample, and contact information for your internship supervisor, to our Executive Director, Deborah Genge. No phone calls please. This position is open until filled. Interviews may consist of phone, in-person, and on-water components.

Email: info@boatingcenter.org

Postal: 555 Harris Avenue Bellingham, WA 98225