

# Acton-Shapleigh Youth Conservation Corps

## Courtesy Boat Inspection Crew Member - 2018

### CBI Job Description and Expectations

The Acton-Shapleigh Youth Conservation Corps (ASYCC), founded in 2001 serving the Maine towns of Acton and Shapleigh, is committed to protecting the waterways of Goose Pond, Loon Pond, Mousam Lake, and Square Pond. The ASYCC provides education, community outreach, technical assistance, the installation of conservation projects and courtesy boat inspections to improve water quality in the watershed. The ASYCC continues to work to sustain and protect the areas valuable water resources for the enjoyment of the community, the goodness of the environment, and the success of the local economy.

Each season the ASYCC program works to improve on past seasons success, while continuing the workmanship the community has grown to know. The ASYCC is committed to hiring knowledgeable employees, making a presence in the community, providing educational resources, and working together with the towns and property owners to protect the watershed. This position, as a member of the Courtesy Boat Inspection Crew (CBI), is an important part of this process. Below is a description of the job responsibilities and the conduct expected from a Courtesy Boat Inspection Crew Member.

#### Qualifications: CBI's should:

- Be a resident or a full/part-time seasonal resident of the Towns of Acton or Shapleigh area (preference given to Acton and Shapleigh residents).
- Be 16 years or older or 15 years old with appropriate work permit issued by your school
- Have the ability and willingness to work outside in varied weather conditions
- Possess basic knowledge of the environment
- Conduct themselves with a professional and positive attitude
- Be willing and able to work at minimum of 8 hours per week

#### Work Responsibilities:

- You are expected to take your work commitment seriously which means arriving at the assigned ramp in time to assume your duties on schedule and remaining at your appointed place of duty until the completion of your assigned hours
- You will be either working alongside another CBI at the launch or solely by yourself, depending upon the schedule. You will take instruction from the ASYCC Program Director and the CBI Leader.
- Daily activities involve providing courtesy inspections to boaters launching and departing from the public boat launches on Mousam Lake or Square Pond. This includes the inspection of fishing gear, trailers and other related gear. This also includes the prompt completion of required forms detailing your activity.
- Be prepared for outdoor work in varied weather conditions. This includes wearing proper clothing, footwear and sunscreen. Provided shirts, identifying you as an ASYCC CBI, must be worn at all times during your hours of employment.

### Work Schedule:

- Exact work schedules are to be determined after consultation with the Program. In general hours can be spread across a Monday to Sunday work week, start as early as 5 AM and end as late of 8 PM.
- You will report to work at your assigned public boat launch – either the Mousam Lake launch on Route 11 in Shapleigh or the Square Pond launch off West Shore Drive in Acton
- Hours are not to exceed 40 in any week and are subject to the schedule developed by the CBI Director and weather conditions.
- You will be paid on an hourly basis, pay rates are \$10.00 to \$11.00 per hour depending on experience – pay checks will be received by mail on or about the Saturday of the next week after the hours are earned or you may elect to have your check Direct Deposited into your account
- Should there be any reason that work needs to be cancelled for a particular day, you will be notified at least one hour in advance of your shift.
- Your position is a temporary position, with the program scheduled to run Monday's to Sunday's from approximately April 15, 2018 to October 15, 2018.

### Conduct:

- We do not expect anyone to be an expert when they arrive; we will provide training to enable you to do your job. However, we do expect people to work within their means. This includes following instructions and training, asking for more detail when needed.
- **The annual May training is mandatory for all CBI inspectors.**
- The ASYCC takes very serious the matter of safety. You will be given guidelines for working in a safe manner. It is expected that you will follow these guidelines.
- Since we work in concert with the general public, we ask that you are respectful of the public and greet them in a polite and responsible manner.
- Be aware that members of the lake associations and towns may be observing you at any given time; please be sure to do your job....
- The ASYCC has a ZERO TOLERANCE policy on harassment. This includes sexual harassment, bullying, outlandish behavior, and cursing or abusive language. Please consider yourself an ambassador of the ASYCC.
- The CBI Leader and or Program Director must be directly notified, as soon as possible, of any potential absences, so he or she may attempt to line up a substitute CBI for that coverage period.
- At no time should friends or relatives be encouraged to join you on the boat launch. It is understood that there will be downtime during your shift, and you are expected to bring reading material or the like to occupy your time during those periods. Electronic devices such as cell phones, and the like are also allowed, but shall not be used when boats are present at the launch or when you are not being called upon to complete inspections or other required responsibilities.

### Transportation:

- You are expected to provide your own means of transportation to and from the designated boat launch; we ask that you arrive on time and remain onsite for the duration of your shift.
- Except as specified above it is not expected that you will require the use of your own vehicle during your fulfillment of your responsibilities; however if you are authorized to use your own

vehicle ASYCC activities, you will be subject to the terms and conditions of the “Employee Personal Vehicle Use Policy” – only authorized employees that complete this form will be allowed to drive on ASYCC business and be reimbursed.