



Assistant Courtesy Boat Inspector (CBI) Coordinator Job Description

7 Lakes Alliance, a non-profit organization in the heart of Maine's Belgrade Lake Watershed, is seeking an assistant CBI coordinator. 7 Lakes Alliance's mission is to conserve the lands and waters of the Belgrade Lakes Region for all.

Description:

7 Lakes Alliance employs Courtesy Boat Inspectors (CBIs) at 7 boat launches in the Belgrade Lakes region, covering 7 days a week and up to 12 hours a day. CBIs are the first step in preventing Aquatic Invaders from entering new waterbodies. They inspect motorboats, paddle craft, and trailers for aquatic hitchhikers (plants and animals) before and after launching into the lake. CBIs are not only the face of 7 Lakes Alliance, but they also represent the Department of Environmental Protection (DEP), thus, professionalism and maturity is required. The Assistant Coordinator position helps to oversee seasonal CBIs. In particular, the Assistant Coordinator will be the manager on duty, when the Coordinator is not available. The Assistant CBI coordinator will be expected to frequently monitor Homebase (the scheduling and time tracking app) to communicate with CBIs if they have questions, and ensure they are clocked in and all shifts are covered. The assistant coordinator is also expected to cover any Courtesy Boat Inspection shifts that open up when they are on duty. Qualified candidates will have excellent communication and organization skills, experience managing employees, and have reliable transportation to the Belgrade Lakes Watershed.

Responsibilities:

- Monitor the scheduling and time tracking app (Homebase) to ensure CBIs are clocked in on time
- When CBI coordinator is off duty, monitor communication through homebase app and remain available to answer any questions from CBIs during their shifts
- Fill in shifts at boat launches when there is a last-minute call out or shifts remain open
- Conduct reviews of CBI performance across five boat launches

Qualifications:

- Management experience
- Comfortable talking to members of the public.
- Ability to work independently and remain on task.
- Has access to reliable transportation.
- Comfortable with learning new applications (Homebase and Survey123).

→ **Pay:** \$18 / hr
→ **Schedule:** up to 40 hours per week, weekends required
→ **Dates:** May 22nd - October 12th

To Apply: Please send your resume (references included) to Josie.Miller@7lakesalliance.org