

## **Northeast Passage Volunteer Job Descriptions:**

*Thank you for your interest in volunteering for Northeast Passage's adaptive sports programs. Please read over the job descriptions to designate your preferences. Northeast Passage volunteers also require a current background check on file.*

All volunteers for sports and recreation must have an interest in the activity and have, at a minimum, participated in the activity for their own enjoyment. Volunteers are expected to perform all associated event tasks.

### **Golf:**

Northeast Passage's golf program takes place on Wednesday evenings at the Windham Country Club in Windham, NH in June, July and August. Golf volunteers will assist with wheelchair transfers, range skills like driving and putting, ball retrieval and tee placement for participants, provide coaching and technique tips and packing/unpacking equipment.

Volunteers should have their own set of clubs and be dressed in appropriate golf attire including a collared shirt and appropriate footwear.

### **Kayaking:**

Northeast Passage offers a mix of mid-day weekday and weekend paddling opportunities on both tidal and fresh waters. Opportunities are available in June, July, August and September. Most opportunities take place on the Seacoast of New Hampshire. Kayak volunteers should have advanced paddling skills, be comfortable acting as a safety-boat and be able to assist with personal rescue skills. Volunteers will also assist with transfers and packing/unpacking NEP vehicles.

Paddling volunteers must have their own boat, paddle and PFD.

### **Water Skiing:**

Northeast Passage's water ski program rotates between sites in Merrimac, MA and Barrington, NH on Tuesday evenings in June, July and August. We also offer two weekend events at various locations in New England (sites can rotate between New Hampshire, Vermont, Maine and Massachusetts).

All water skiing volunteers should be comfortable in and around the water and have basic swimming skills. Volunteers will assist with wheelchair transfers, equipment set up and packing/unpacking Northeast Passage vehicles.

In addition, there are few key positions we need filled to run a successful water ski event. These positions require training from Northeast Passage staff and dedication from our volunteers. These positions are integral to the safety of our participants and can be physically demanding.

- **Water Starter:** The water starters “start” each skier from shore. The starters are also responsible for catching the skier upon return to the landing area. This includes making sure the skier exits the ski and the skier and equipment is returned to shore.
- **Jumper:** The jumper will ride on a PWC (Personal Water Craft) and assist a skier after a fall to get back in the ski and restart.
- **PWC Driver:** PWC drivers are responsible for driving Northeast Passage PWC’s and following skiers during their run. Drivers must hold a valid boating safety certificate.
- **Boat Driver:** Boat drivers provide their own ski boat and driving skills for our weekend events. Drivers must hold a valid boating certificate.
- **Quick Release Operator:** From the boat, the Quick Release is used any time a towline is connected to a ski. The Operator anticipates a skier’s fall and will release a skier accordingly.

Water ski volunteers should always bring a bathing suit, wet suit and water-ski rated PFD (if they have one). Our water ski volunteers spend hours in and out of the water!

To see our water ski program and volunteers in action, visit our YouTube channel at [youtube.com/nepassage](https://youtube.com/nepassage).

### **Cross Country Skiing:**

Northeast Passage offers cross country skiing opportunities at various destinations in New England (typically the White Mountains of New Hampshire). Opportunities are offered on occasional Saturdays during January and February (weather dependent). Volunteers should be comfortable on skis and able to ski with others. They will assist with transfers, instruction, towing or pushing a skier if necessary and packing/unpacking NEP vehicles.

Nordic volunteers should have their own skis, boots and poles.



### **Power Soccer & Wheelchair Rugby:**

Northeast Passage offers competitive Power Soccer and Wheelchair Rugby practice opportunities on Saturday mornings on the campus of UNH during the fall and spring seasons. Volunteers will assist with equipment management, packing/unpacking and wheelchair transfers.

### **Three Notch Century:**

The Three Notch Century is Northeast Passage's premier fundraising event in the White Mountains of New Hampshire. This 100-mile cycling event takes place in September each year, the weekend after Labor Day. This all-inclusive event raises funds and awareness for Northeast Passage and includes participants with disabilities.

For this logistically complicated event, we look for volunteers for registration, start/finish line help, support vehicle drivers, staffing food/water stations, photography, medical support, and cheerleaders. We'll take groups or individuals of all ages!

This event **REQUIRES** early morning participation (in some cases, as early as 6 or 7am) and volunteers should be available for the entire day (until at least 5pm).

For more information about this event, please visit [www.threenotchcentury.org](http://www.threenotchcentury.org).

### **Skilled Volunteers:**

#### **Photography/Video:**

We're always looking for experienced photography and video volunteers to take pictures of our programs and participants for web, print and social media communications. Please take a look at the offerings above and let us know if you are interested in documenting these sports.

#### **Bike Maintenance:**

Northeast Passage has a fleet of almost 70 cycles used in our programs and for rentals for individuals with disabilities. We're always looking for bike maintenance help at our programs or in our office workshop (Monday-Friday, 9am-5pm). Volunteers should be able to assist with maintenance and repair of equipment, be able to safely manage tools and understand the operation of the equipment and the needs of the consumer using the equipment. Maintenance and repair includes



changing tires, chains, pedals, brakes, adjusting derailleurs and truing wheels. They will also assist with cleaning equipment and cosmetic repairs.

**Northeast Passage Volunteer Policies:**

*Confidentiality:* Northeast Passage respects confidentiality for all participants. All participant information should be kept within the confines of the organization and not discussed outside of NEP programming.

*Safety:* Safety is a primary concern of Northeast Passage. The volunteer is responsible for following safety regulations, rules and policies. Volunteers are required to conduct themselves in a safe, professional manner. Volunteers are expected to assist in cases of emergency and contribute to the safe and successful running of the event.

*Incident Reporting:* All accidents, injuries or damage to equipment should be reported to the program coordinator on site. Depending on the situation, volunteer may be responsible for filling out NEP's incident report form.

*Alcohol & Drugs:* Consumption, possession or distribution of alcohol or illegal controlled substances is not prohibited during Northeast Passage's programming.

**General Things to Bring:**

Volunteers are expected to be well-groomed, neat and clean – dressed appropriately for the activity and prepared for any changing weather conditions.

- Water
- Sunscreen and Bug Repellent
- Hat
- Sunglasses with strap
- Rain Gear
- Snacks (or lunch)
- Extra layer(s)

