



CHESAPEAKE BAY MARITIME MUSEUM

213 NORTH TALBOT STREET | ST. MICHAELS, MD 21663 | 410-745-2916 | CBMM.ORG

POSITION: BOAT DONATIONS PROGRAM - OPERATIONS SPECIALIST

REPORTS TO: CHIEF OPERATING OFFICER

The Chesapeake Bay Maritime Museum (CBMM) explores and preserves the history, environment, and culture of the entire Chesapeake Bay region and makes this resource accessible to all. As an educational institution, staff fulfill CBMM's mission, vision, and goals, working individually and collaboratively to encourage the public's access to our collections, programs, and resources.

Position Summary:

The Boat Donation Program (BDP) is a significant source of revenue supporting CBMM's mission. The Operations Specialist plays a key role in the program's success by evaluating vessel donations, coordinating vessel retrieval and storage, maintaining donated assets, supporting sales activities, and building strong relationships with donors, volunteers, and prospective buyers.

Primary Responsibilities:

Vessel Donations and Donor Relations

- Monitor and respond to inquiries from potential donors regarding vessel donations and buyers regarding vessel sales.
- Evaluate potential vessel donations against established program acceptance criteria.
- Present vessels to prospective buyers in support of the sales process.

Vessel Retrieval and Logistics

- Coordinate the retrieval, transportation, and storage of accepted vessel donations.
- Safely operate vehicles, trailers, vessels, and related equipment in accordance with applicable laws, safety standards, and CBMM policies.
- Ensure donated vessels are properly received, documented, titled, and processed in accordance with CBMM procedures and Maryland DNR requirements.
- Maintain accurate records related to vessel donations, title transfers, storage, and sales activities.

Vessel Maintenance and Storage

- Clean and maintain BDP vessels and equipment as required to support vessel sales.
- Maintain BDP vessels and equipment in CBMM's, St. Michaels and Easton land-based storage facilities and CBMM's on-campus marina to maximize the use and efficiency of storage space while keeping those work environments clean and presentable.

Volunteer Coordination and Program Support

- Schedule, manage, and work with volunteers who support Boat Donation Program operations.
- Liaise closely with the Boat Donation Program Coordinator to ensure photographs, donation paperwork, titles, and sales documentation are organized and fully executed.
- Perform other duties as assigned in support of Boat Donation Program and CBMM operations.

Required Qualifications

- Knowledge and competency in the operation and maintenance of boats in general.
- Competent written, oral, and computer skills.
- Ability to interact with donors, buyers, volunteers, visitors, and the public in a positive and professional manner.
- Ability to work independently, manage priorities, and maintain accurate records.
- Valid driver's license with a satisfactory driving record.

Preferred Qualifications

- Prior marina experience.
- Licensed boat operator; captain's license preferred.
- Basic mechanical skills.

Physical Requirements

- Ability to stand, walk, bend, kneel, climb, and work outdoors for extended periods.
- Ability to lift, carry, push, and pull up to 50 pounds.
- Ability to safely operate tools, equipment, and machinery.
- Ability to work in varying weather conditions and on uneven terrain, docks, and vessels.

Work Schedule and Conditions:

This is a full-time, hourly, non-exempt position with a typical schedule of 40 hours per week. Employees are required to accurately record all hours worked and comply with CBMM's timekeeping and overtime policies. Any overtime worked will be compensated in accordance with applicable wage and hour laws and CBMM policy.

Regular on-site attendance at the Chesapeake Bay Maritime Museum is required. Schedule flexibility is essential to support operational needs, donor and buyer relationships, vessel transportation, auctions, special events, and other CBMM activities. Occasional evening, weekend, and holiday work may be required.

The BDP Operations Specialist is expected to actively support Boat Donation Program events, including the annual Labor Day Weekend Boat Auction (Saturday only) and up to three additional CBMM festivals or events each year, unless otherwise approved by the Chief Operating Officer.

Position Description Notice

This position description summarizes the primary responsibilities and qualifications of the role and is not intended to be an exhaustive list of duties, responsibilities, or requirements. CBMM reserves the right to revise or modify responsibilities as organizational needs evolve. Nothing in this position description alters the at-will employment relationship.

Acknowledgment

I acknowledge that I have received and reviewed this position description and understand the essential responsibilities and expectations of the position.

Employee Signature: _____ Date: _____