

Scope of Work

The duties of Clatsop Cruise Host Volunteer Coordinator include but are not limited to the following:

Preseason Activities

- Obtain printed materials for distribution to visiting passengers and crew members
- Coordinate the placement of shelters and their annual maintenance with the Port of Astoria staff
- Coordinate stocking the shelters at the Port with necessary supplies
- Obtain parking permits for the 10th and Commercial location from the City of Astoria
- Update membership roster and other records as needed and store the update copy on a designated online site
- Recruit new members
- Obtain handicapped parking passes from the Port to be used by volunteers who need them

Cruise Season Activities

- Develop daily work schedules for volunteers
- Coordinate the daily setup and closing at all locations
- Supervises the daily activity of all volunteers
- Coordinate with Sunset Empire Transportation and Sundial Travel Services regarding Routes 11 and 12 schedules for each ship
- Recruit and train volunteers
- Order and distribute volunteer jackets and hats as needed
- Coordinate with the Never on Sunday Market manager regarding use of Port property and vendor behavior
- Organize annual training sessions for the volunteers as directed by the Board
- Maintain open communication with the volunteers and the community through email and social media

End of Season Activities and On Going Duties

- Coordinate the end of season closure of all locations and the storage of all Cruise Hosts property
- Recruit new volunteers
- Attend all Cruise Host Board meetings
- Be the Cruise Host public relations liaison reaching out to community organizations as requested