



# Volunteer Application Packet

We appreciate your interest in becoming a volunteer for Alexandria Seaport Foundation. Thank you! There are a variety of exciting volunteer opportunities available that help you leverage your existing skills to advance Seaport’s mission, as well as ones that build new skills. Because we want you to have the best volunteer experience possible, we will work with you to discover the position that best suits your interests and availability.

This packet contains an overview of Alexandria Seaport Foundation’s program, our apprentices, and the roles in which our volunteers serve. It also contains an application form as well as a link to an online form, if that’s your preference. Additional information will be provided during a **Volunteer Information Session** that we ask you to attend. The Volunteer Information Session is a requirement for all potential volunteers and interns and is held monthly at Seaport’s administrative office.

**Table of Contents**

Seaport’s Vision, Mission, and Values..... 2

Bold Strategic Priorities require commitment and discipline.....2

Seaport’s Apprentice Program is changing lives by building skills, self-worth, and community on the water.. 3

Seaport’s philosophy of volunteering.....3

Our work is critical, so we have high expectations for Seaport volunteers..... 4

Job descriptions create clarity and understanding.....5

Next Step: Apply Today!..... 6

## Seaport's Vision, Mission, and Values

**Vision** A community where people reach their full potential as self-sufficient, confident, knowledgeable, skilled, and productive members of society.

### Mission

**B**uild brighter futures for our apprentices and community

**U**sing on-the-water traditions of boatbuilding and woodworking

**I**ntegrating life skills, mentoring, and collaboration

**L**eading to opportunities that

**D**rive successful navigation past barriers to adulthood.

### Values

- A **safe place** on the water that inspires a relationship with nature.
- A **transformational experience** based on development of self-discipline, integrity, reliability, trust, and respect—for oneself, for one another, and for the community.
- A **family** of apprentices, graduates, volunteers, and staff.
- An inclusive **environment that fosters love**
  - Of learning and teaching,
  - Of boats, the craft of boat building, and maritime history,
  - Of personal achievement and the success of others,
  - Of teamwork and success of the team.

## Bold Strategic Priorities require commitment and discipline

### 1. Prepare for expansion by strengthening Seaport's Apprentice Program which includes:

- Woodworking, boat building, and boating,
- GED support with integrated math instruction for construction trades,
- Workplace readiness, career exploration, and job placement support.

### 2. Build Seaport Center II to increase Apprentice Program capacity.

- Add >2,500 square feet of space to increase the Apprentice Program population and provide space for community engagement programming; add classroom space for specialized instruction, intervention, and enrichment; and add administrative offices to bring all staff together onto one campus.

## Seaport's Apprentice Program is changing lives by building skills, self-worth, and community on the water

The Alexandria Seaport Foundation serves 18-23 year-olds who need a new start. Seaport Apprentices are young adults who are separated from education systems, the workforce, or their communities. They may have dropped out of school, been unable to find work, been involved in the criminal justice system, have mental or physical health challenges, and/or have family care-giving responsibilities. They typically come from unstable home environments. They are all seeking brighter futures for themselves and their families.

Through our Apprentice Program, we lead youth through a curriculum that teaches them the crafts of woodworking and boat construction; the soft skills of resilience, problem-solving, and communications; and the life skills of relationships, self-care, and empathy necessary for them to become resilient and productive adults and assets to their community.

The Seaport Foundation's important work takes place at the **McIlhenny Seaport Center**, our iconic floating workshop on Old Town Alexandria's waterfront at the south end of Founder's Park. This location serves as a beacon to the community reflecting the work of the Foundation, and a soothing, beautiful environment in which apprentices can heal, learn, and grow toward the future that inspires hope in each of them.

The Seaport Center is a hive of activity, with apprentices, staff, volunteers, and the community at large all working together to ensure a brighter path for our apprentices. The Apprentice Program runs Monday thru Friday, 9:00 AM to 4:00 PM. During the Volunteer Information Session we will visit the Center, and meet some of the young people who are impacted by the Seaport Foundation's nationally recognized program.

### **Futures. Handcrafted.**

The young people we serve need support to create the good life they imagine. Some are involved in the criminal justice system, have not succeeded in high school, and, as a result, may suffer anxiety or depression. All of our young people need a nurturing environment to gain confidence, and build a path toward self-sufficiency, and pursue success however they define it for themselves. Seaport's program gives our Apprentices the positive environment they need to craft a future instead of getting through each day.

## Our philosophy of volunteering

When you volunteer with the Alexandria Seaport Foundation, you are choosing to help people who have encountered and overcome obstacles that most of us can hardly imagine. They make a commitment to a better life for themselves, and it's our mission to facilitate their achievement to the best of our ability. The role of paid and unpaid staff is to serve as resources for the Apprentices.

It is especially important to understand that all staff have roles and responsibilities. Some staff are paid. Some are unpaid/volunteer. Staff may be full time or part time. Volunteers may be full time or part time. Typically volunteers serve in discrete roles—roles for which there is a specific focus and, typically, paid staff coordinate schedules, activities, people and resources. Each person, paid or unpaid, plays a critical role in serving Seaport's Apprentices.

At Alexandria Seaport Foundation, we assume that every person who commits to being a volunteer with us...

1. Is committed to Seaport's Apprentices and mission;
2. Wants to make a useful contribution;

3. Will actively engage in the on-going learning process about how we can better serve Seaport's Apprentices; and
4. Wants to feel that she or he is appreciated.

Seaport's environment is one in which a high priority is placed on the personal and professional development of every participant – apprentices, volunteers, and staff. **We are a learning organization.** All participants should therefore expect to develop their own skills as well as support the development of others.

## Our work is critical, so we have high expectations for Seaport volunteers

There are several rights we afford our volunteers:

- The right to be given meaningful assignments;
- The right to be treated as equal co-workers (peers);
- The right to effective supervision;
- The right to full involvement and participation, and;
- The right to recognition for work well done.

In return, volunteers agree to actively perform their duties to the best of their abilities and to remain loyal to the goals, objectives, and procedures of the organization.

It is therefore important for you to understand the following expectations before making a commitment:

1. **Your life is stable** and allows you to make a serious commitment to contributing to the success of the Seaport Apprentices.
2. You will be given a **choice of volunteer activities** complete with a job description that outlines your general and specific responsibilities to the program. Once you choose the job description that aligns with your availability, we ask that you sign your name to that job description as evidence of the commitment you are making.
3. All volunteers will be required to **complete trauma-informed service training**. The amount of Apprentice contact determines which courses and how much training you require.
4. You will regularly access and **communicate with your team lead** via email and phone/text.
5. You will **complete your commitment** within the timeline that you agreed to.
6. You will provide Alexandria Seaport Foundation staff **advance notice** (the more the better) if you are unable to meet your volunteer commitment due to illness or some other unforeseen circumstance.

It is important for you to know that as a community-based nonprofit organization, if you commit to a task and then are unable to perform it, the task will likely not get done. The people who suffer in that situation are the Apprentices.

## Job descriptions create clarity and understanding

Alexandria Seaport Foundation exists to serve youth in our community. Just as our Apprentice population is diverse, so are the ways individuals can help. Every volunteer opportunity is different. Each has different training requirements and time commitments.

Most opportunities at this time require being available during daytime hours during the week. Some positions have more flexibility. While all opportunities are not covered here, the following table will provide you with basic information about the typical positions and time requirements.

Specific job descriptions will be provided during the **Volunteer Information Session**.

Role	Description	Weekly Hours	Days of the Week
<b>Teaching Assistant, Woodworking and/or Boatbuilding</b>	Work with skilled staff and long-time volunteers who are woodworking and/or boatbuilding experts to train apprentices. Training includes required sessions on serving low-resource clients with trauma, PTSD, anxiety.	3 - 9 hours	Monday thru Friday 8 am to 5 pm. Volunteers are asked to pick one or two 3 hour blocks per week. Example: Wednesdays, 10am to 1pm
<b>Sailing Instructor Sailing Assistant</b>	Provided by graduate instructors and long-time volunteers. Training includes required sessions on serving low-resource clients with trauma, PTSD, anxiety.	3 - 6 hours	Tuesday or Thursday mornings between 10am and 1pm between March 1 and December 1.
<b>Digital Photo Archivist</b>	Get 4 decades of Seaport photos organized and filed digitally !	varies	Times vary.
<b>Board Member</b>	Help guide the organization during a time of expansion! Strategic planning, major donor stewardship. Looking to add members with expertise in maritime engineering, construction trades, criminal justice, military. Other resources: <a href="https://compassprobono.org/sorkin-center-2/on-board/">https://compassprobono.org/sorkin-center-2/on-board/</a> Or <a href="https://boardsource.org/board-support/training-education/leadership-certificate-programs/certificate-nonprofit-board-education/">https://boardsource.org/board-support/training-education/leadership-certificate-programs/certificate-nonprofit-board-education/</a>	4 - 10 hours	Times vary, may include weekend/evening hours
<b>Building Maintenance Team Member</b>	Help maintain Seaport's shop. Currently the building needs a roof repair and some work on the windows.	2-3 hours	TBD, evenings/weekend
<b>Boat Maintenance Team Member</b>	Help maintain Seaport's fleet of boats. Looking for a variety of experts including a mechanical engineer and someone who has knowledge of fiberglass boat maintenance.	2-3 hours	TBD. Most likely daytime, M-F in order to involve Apprentices

Role	Description	Weekly Hours	Days of the Week
<b>Life skills instructors and assistants</b>	The Life Skills Component of the Program covers a range of topics: goal setting, financial literacy, healthy eating, exercise, mindfulness. Volunteer assignments vary based on topic and program need.	Varies	Afternoons, M-F. Can be a single session, a short series of sessions, or a weekly commitment.
<b>Marketing Coordinator</b>	A number of volunteers and a graduate are working with staff to write copy and produce materials. Seaport needs a coordinator to develop a plan and calendar as well as coordinate the team.	4-8 hours	Flexible. Ideal to have hours include Wednesday mornings.

## Next Step: Apply Today!

What's the next step? **Please complete the [application form](#).**

Once your application is completed, you will be contacted to answer questions about your application and schedule you for the next **Volunteer Information Session**.

Volunteer Information Sessions typically take place one afternoon each month from 3:30 pm to 5:30 pm at our administrative office - 119 Oronoco St, Alexandria VA 22314. You will receive a calendar invite to the next session when we get your completed application. If you can't make that date, just let us know, and we'll let you know when the next one is scheduled.

## Thank you for your interest in Seaport and in the Apprentices we serve!