

Nor' By Nor'east National Caravan Job Descriptions 1

Banquet Emcee

The Banquet Emcee will host the activities at the Farewell Banquet.

BBQ Duty

Caravaners assigned to a BBQ will be expected to provide an entire meal. This includes purchasing ingredients, cooking, serving the meal, and cleaning up afterward. Each individual caravaner will provide his own dinner service (plates, utensils & napkins) and beverages. The BBQ crew will be provided approximately \$10 per person. If you need to be reimbursed for additional funds spent, be sure to submit all the receipts or any unspent monies to the Caravan Leader. You are encouraged to keep it simple. Do not spend a great deal of time in preparation of the meal. Have fun doing it! The BBQ co-hosts will have some ideas you can use, but you should use your own imagination. Many of the other caravaners will be there to help out; you'll be surprised at the assistance lent by others. Special Note: If you have a portable grill, bring it along; it may come in handy.

Blessing

A volunteer can provide a non-denominational prayer at any group meals. This is not essential, but we did it on other caravans and it worked out great. If you would like to have a blessing at any meal, please speak up.

Caboose

The Caboose job usually consists of 1 or 2 units and are the last to leave the old parking site on travel days. The Caboose *travels the published caravan route*. If the Caboose encounters a fellow caravaner that has had a mechanical breakdown, they will offer support in getting assistance as required. Support may include advice or moral support. The Caboose is to remain with the caravaner until he/she is back on the road or the problem is in professional hands to resolve. The Caboose will notify the Caravan Leader of any problems encountered, and the plan for resolution so that others will not worry about the missing caravaner. The Caboose is not expected to perform repair services.

Caravan Leader

The Caravan Leader has primary responsibility for the operation of a WBCCI Caravan.

Caravan Leader....Assistant Caravan Leader

The Assistant Caravan Leaders has primary responsibility to fill in for the Caravan Leaders in the case of their absence. The Assistant Caravan Leaders on the Nor' By Nor'east Caravan will head up the parking and welcoming duties among many other helpful duties.

Caravan Treasurer

The Nor' By Nor'east National Caravan is unique in that it has a person who is the banker. Since we have a CPA on board as Assistant Caravan Leader, it seems only right that he keep the books and pay the bills from the Kitty Fees. It has worked very effectively in the past leaving the Caravan Leader to do leadership duties, etc. The Kitty Fees are all in an interest free business checking and debit account at the Citizens Banks located all over New England.

De-Parkers

The primary responsibility of this job is safety. Departure for a day's travel can be hazardous if caravaners fail to prepare the tow vehicle and trailer or motor home for travel. De-Parkers will establish a departure position. Caravaners are expected to drive to this position, stop for inspection and when cleared, proceed on their way.

De-Parkers will do a cursory check of all departing vehicles, doing the equivalent of a 360 degree walk around before clearing and sending a caravaner on his way. The focus of the inspection is for inadvertent mistakes and oversights such as: tongue jacks down, hitch pin not latched and pinned, storage doors open, sewer cap not secured, vents and windows, opened, TV antenna up, etc.

De-Parkers will check out the campsites for cleanliness and equipment left behind. On the Nor' By Nor'east Caravan, the De-Parkers and the Caboose will be the same persons.

Fireman

At selected stops, the Fireman will acquire wood and start a group campfire. Money will be provided to the Fireman for the wood. Remember to get reimbursed you must submit a receipt to the Caravan Leader.

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First Aid

If you have experience in the first-aid field, it is a good idea that everyone knows about this. This is not an assigned position. Regardless of your medical expertise, you are a volunteer helping someone who is ill or injured and thus covered by no-fault laws.

Librarian

At each stop, the Librarian puts out a box of books/magazines donated by the caravaners. Members can add or exchange material as desired. Please put your name on the reading material you wish to have returned. At the end of the caravan, any books remaining will be donated.

Parkers

Our Nor' By Nor'east Caravan's parkers will be Assistant Caravan Leaders, Trevor & Gale Lake along with 2 assistants who are scheduled to help out. We will leave before everyone else and will arrive at the campground before everyone else.

Parkers will be provided orange flags and will direct arriving members to the parking sites. If an arriving member prefers to have a spouse direct the final stages of parking, indicate to the parking assistant that you wish to take control of the situation. The method and procedure used to park arriving members will depend on the configuration of the parking area; this will be determined by the Parker and the Caravan Leader. In situations where you are assigned a specific site, it is essential that you park in your assigned site. ***Under no circumstances are you to change your site unless directed by the parkers.*** Normally the parking crew is on duty for about 1 1/2 hours after posted arrival time. If we know a member will be arriving late, their parking space will be designated on the Bulletin Board/White Board at the Caravan Leader's trailer. One cannot expect that volunteer parkers will wait for several hours for sightseeing caravaners to arrive and be parked.

Welcomers

This is fun job that is very important to us all. The Welcomers are usually the spouses of the parkers. They will check with the campground office personnel for brochures of points of interest in the surrounding area. They will also locate the restrooms, laundry, pool, dump station, trash disposals, etc. and distribute this information to each caravaner as they enter.

WBCCI Member

OK, we're all in this together. We're on our way along coastal New England and Eastern Canada on a sightseeing adventure through some very pretty countryside and we are going to run into lots of other campers along the way. What better way is there for other campers and non-campers to know us by as a fun bunch with excellent driving skills and folks that adhere to all the unwritten rules of life?

Let us all leave a campsite that is cleaner than when we arrived and let us spread the "Word of Wally" – Fun, Fellowship and Adventure!