



## Position Description

# ASSISTANT COORDINATOR – BAYWATCHERS MONITORING PROGRAM

### BUZZARDS BAY COALITION

#### Position Summary

The Assistant Coordinator supports the organization's objectives of developing watershed residents into Bay stewards and understanding the Buzzards Bay ecosystem and its response to human-related impacts in order to guide restoration and protection. The Assistant Coordinator supports a long-term, water quality monitoring program to gather high quality scientific data to support conservation, restoration, and protection of our water resources.

The Assistant Coordinator is responsible for helping to coordinate the bay-wide, volunteer Baywatchers Monitoring Program and additional watershed natural resource monitoring programs (stream flow, anadromous fish, etc.). The Assistant Coordinator position is a combination of fieldwork, lab work, working with citizen volunteers, and data entry.

This part-time, seasonal position is from May to August and reports directly to the Buzzards Bay Coalition's Director of Monitoring Programs. The schedule is variable and averages 30 hours per week for this position.

#### Specific Responsibilities

Tasks include, but are not limited to:

- Construct, maintain, and calibrate water monitoring equipment.
- Assist with recruiting and training of and work closely with "Baywatchers" volunteers.
- Assist in the organization, distribution, and collection of water monitoring supplies and equipment.
- Collect water samples and field measurements of water quality characteristics such as salinity, dissolved oxygen, temperature, water clarity, and nutrient and chlorophyll analysis.

- Transportation of water samples and water sampling equipment.
- Data entry and quality check of weekly water quality data from volunteer data sheets.
- Assist with other watershed monitoring projects; river flow/temperature monitoring, river herring counting, stormwater samples, etc.
- Assist with Buzzards Bay Coalition organized outreach and Bay education events.

### Professional & Personal Qualifications

- At least two years of college training, preferably with environmental science topics.
- Ability to work well with and train volunteers.
- Excellent communications skills.
- Comfortable working in the field under physical conditions.
- Ability to work independently and as part of a team.
- A high energy level, well-organized, and able to take initiative.
- The Assistant Coordinator must have his/her own reliable transportation to cover monitoring in the Buzzards Bay watershed (mileage will be reimbursed).
- Enthusiastic commitment to the mission of the Buzzards Bay Coalition to protect the bay.
- Familiarization with Buzzards Bay is a plus.

### Salary/Benefits

This is a part-time, at-will starting in May and ending in August. The schedule is variable and averages 30 hours per week for this position. Salary is \$12.00 per hour. Travel will be reimbursed at \$0.575 per mile.

### To Apply

Interested applicants should respond with a letter, resume, and references to: Tony Williams-Director of Monitoring Programs, Buzzards Bay Coalition, 114 Front Street, New Bedford, Massachusetts 02740 or e-mail [Williams@savebuzzardsbay.org](mailto:Williams@savebuzzardsbay.org)

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