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| Job Title: | Program / Environmental Coordinator(s) | Sasha | Reece |
| Created On: | 6/19/2020 | | |
| Qualifications: | <i>Post-secondary education in environmental resources field</i> | Req'd | Req'd |
| | <i>Valid B.C. Driver's License</i> | Req'd | Req'd |
| | <i>Good computer skills</i> | Req'd | Req'd |
| | <i>Good communication skills</i> | Req'd | Req'd |
| | <i>Valid first aid certificate</i> | Req'd | Req'd |
| | <i>General knowledge and skills with power tools and facility maintenance</i> | Req'd | Req'd |
| | <i>Must be available to work on weekends</i> | Req'd | Req'd |
| | <i>Physically able to do duties described below</i> | Req'd | Req'd |

Job Duties:

| Category | Description | | |
|-------------------|---|---------|---------|
| General | Regularly inform the Executive Director of activities, operational issues/concerns and safety issues | Req'd | Req'd |
| General | Maintain a neat, orderly, and safe working environment (office/kitchen/restrooms/pubic areas) | Req'd | Req'd |
| General | Review all public, DFO, MV and Provincial and Board formal communications with ED before release | Req'd | Req'd |
| General | Assist in developing the annual budget and identification of opportunities for facility and operation improvements | Req'd | Req'd |
| General | Other duties as assigned by ED to support the Society | Req'd | Req'd |
| Management | Preparation and coordination of marketing material for the SSS | Lead | Support |
| Management | Reporting for DFO, Metro Vancouver, Provincial agreements and other SSS projects/programs | Lead | Support |
| Management | Purchase of materials, supplies and equipment for assigned projects or programs | Lead | Support |
| Management | Manage corporate and individual memberships and donations | Lead | Support |
| Management | Maintaining operational manuals, technical references, and sources of information | Lead | Support |
| Management | Invoice payments for SSS expenditures in accordance with delegated authorities and processes required by the Treasurer | Lead | Support |
| Management | Preparation of grant and funding proposals for the SSS | Support | Lead |
| Management | Preparation of SSS Annual Report and other Reporting | Support | Lead |
| Management | Preparation of reports for all funding/grant money received | Support | Lead |
| Management | Management of monitoring programs within the watershed | Support | Lead |
| Management | Supervision/Coordinating/Training seasonal employees | Support | Support |
| Management | Society Representative in negotiations and information gathering/sharing with DFO and other organizations | Support | Support |
| Management | Coordination with Metro Vancouver/DFO/Provincial Fisheries and other stakeholders for work within the Seymour watershed including fry releases above the dam, manipulation of dam spillway, habitat projects, release locations, fish health issues, rearing strategies, etc. | Support | Support |
| Management | Development and implementation of fish habitat restoration and stewardship projects | Support | Support |
| Management | Maintain operational manuals, technical references, and list of contacts | Lead | Support |

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| Hatchery/Watershed Operations | Daily hatchery activities including records, feeding, sampling, chemical treatments, cleaning & maintenance (troughs, pond screens, facilities, equipment) | Lead | Support |
| Hatchery/Watershed Operations | Capturing and handling adult fish for the broodstock program (seining/angling) | Lead | Support |
| Hatchery/Watershed Operations | Management of stock assessment and watershed monitoring programs (seining/angling/snorkeling/carcass recovery/radio tagging) | Support | Lead |
| Hatchery/Watershed Operations | Annual facility maintenance and identify opportunities for facility/operation improvements | Support | Lead |
| Hatchery/Watershed Operations | Monitor health and growth of brood fish and broodstock, and fish feed schedules, order feed as needed | Lead | Support |
| Hatchery/Watershed Operations | Development/implementation of programs for spawning, egg incubation, picking, enumerating, ponding, fin clipping, and fish releases | Lead | Support |
| Hatchery/Watershed Operations | Egg takes (on and off site) and egg incubation duties - picking, enumerating, ponding | Lead | Support |
| Hatchery/Watershed Operations | Monthly site safety inspections of first aid and safety equipment to identify/resolve safety concerns | Support | Lead |
| Hatchery/Watershed Operations | Maintain an inventory list of all fish culture equipment at the facility | Lead | Support |
| Hatchery/Watershed Operations | Daily weather data logging into database | Lead | Support |
| Education | Fundraising for education programs | Support | Lead |
| Education | "Gently Down the Seymour" all-day field trips for elementary school classes | Lead | Support |
| Education | Management of the contract between the education contractor and the Society | Lead | Support |
| Education | Support education committee to develop new education initiatives in watershed or outreach programs | Lead | Support |
| Volunteer Coordination | Supervision/Coordinating/Training volunteers | Lead | Support |
| Volunteer Coordination | Supervision/Coordinating/Training work study students | Support | Lead |
| Volunteer Coordination | Maintaining the members and volunteer database | Lead | Support |
| Volunteer Coordination | Quarterly report on volunteer activities and maintain a log of all volunteer hours | Lead | Support |
| Public Awareness | Organizing and/or participate with public tours and SSS events | Support | Lead |
| Public Awareness | Manage media coverage for programs and events | Lead | Support |
| Public Awareness | Maintaining social media platforms (i.e., Facebook, Instagram and Website) | Support | Lead |
| Public Awareness | Newsletters and special brochures | Lead | Support |
| Public Awareness | Provide outreach presentations to groups and the local community | Support | Lead |
| Public Awareness | Create and maintain signage for SSS projects and events | Support | Lead |