



Our Mission:

"To educate and provide opportunities for people of diverse interests to work together to improve the environmental, recreational, cultural, and economic resources of the Rock River Basin"

Rock River Coalition Monitoring Coordinator Job Description

Position Title: Monitoring Coordinator

Rock River Coalition Mission: The Rock River Coalition is a 501 (c) (3) not-for-profit membership organization established in 1994 to educate and provide opportunities for people of diverse backgrounds to work together to protect and improve the environmental, recreational, cultural and economic resources in the Rock River Basin of Wisconsin.

Salary: \$15 - 19/hour

Position Length: This is expected to be a permanent position. Hours per week are variable depending on time of year with an average of 10 hours/week. 500 hours/year

Location: Rock River Coalition office in Jefferson, Wisconsin at 864 Collins Road, opportunity to work from a home office.

Direct Supervisor: This position reports to the President of the Rock River Coalition Board of Directors.

Primary Purpose of Position:

The primary purpose of this position is to coordinate all aspects of the Rock River Coalition monitoring program with a focus on the stream monitoring program. Specific responsibilities include:

The Monitoring Coordinator's responsibilities include:

- Continue and expand the citizen stream monitoring program, working with the Local Coordinators in Waukesha, Rock, Jefferson and Dane counties and working directly with citizen volunteer monitors in Dodge, Columbia, Washington and Walworth counties. Tasks include recruitment of new monitors; organize, lead and promote training workshops; check monitoring locations for safety; on-site training of new monitors (first three years); coordinate biennial Confluence; coordinate Snap Shot Days; develop volunteer recognition/thank you program and review and approve volunteer-inputted data. (45%)
- Maintain accurate records of monitors, maintain liability waivers and share contact information with person overseeing basin database and the state WAV coordinator.). (5%)
- Maintain RRC monitoring equipment and order replacement parts and chemicals. (<5%)
- Communicate regularly with monitors, coordinators, county land and water conservation departments and state-level monitoring staff and DNR biologists. (<5%)
- Produce data analysis reports for WAV Level 1 sites after a minimum of 10 days of data have been collected per site.
- Work with DNR state and regional staff and county land and water conservation departments on monitoring location and needs and for recommendations on program development. (5%) Promote volunteer wetland monitoring at Zeloski Marsh, train volunteers, work with volunteers to post data on appropriate sites such as ebird. (10%)
- Make presentations to groups promoting the RRC and the monitoring program. (5%)
- Develop financial support for RRC monitoring efforts through grant writing and corporate appeals. (10%)
- Administer the program including overseeing the budget and writing reports. (10%)
- Write RRC newsletter articles, flyers, and media releases, and work with media to obtain special coverage. (10%)

- Project coordination for any other monitoring efforts approved by the board for which outside funding is acquired. (percent variable, and would likely include additional hours)

Additional Duties and Responsibilities:

- Report progress to Rock River Coalition Board of Directors via written reports as well as end of grant reports
- Attend appropriate Rock River Coalition meetings
- Maintain and enhance monitoring aspects of RRC website

The ideal candidate will have the following qualifications:

1. Proven ability to develop and organize complicated programs
2. Able to organize work and to work independently
3. Enthusiasm for and belief in Rock River Coalition mission
4. Experience working with community groups and volunteers
5. Skilled in teaching in both indoor and outdoor settings
6. Experience with field data collection, preferably stream monitoring techniques
7. Successful at soliciting financial support
8. Able to present ideas effectively both in written and oral forms
9. Able to fulfill tasks within a given time frame
10. Able to present a positive image
11. Strong interpersonal skills in a team setting and on an individual basis
12. Enthusiastic
13. Experience with Microsoft Word, PowerPoint and Excel, desktop publishing and the Internet
14. Have a valid drivers license and a reliable vehicle (mileage is covered at federal rates)

Closing Date: 2/29/2012 or until a qualified person is selected

Expected Start Date: April 2, 2012

Apply by sending letter of interest, resume, and list of 3 references to:

info@rockrivercoalition.org

Questions about this position can be directed to any of the selection committee including

Scott Taylor, RRC President, 608-444-7483, sotaylor1968@yahoo.com

Suzanne Wade, RRC Board 608-334-4517, suzanne@rockrivercoalition.org

Patricia Cicero, RRC President-elect, 920-674-7121, patricia@rockrivercoalition.org

More information about the RRC and efforts in the Rock River Basin see: <http://www.rockrivercoalition.org> or <http://basineducation.uwex.edu/rockriver>.

The Rock River Coalition provides equal opportunity in programs and employment. The Rock River Coalition does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record.