Monitoring & Education Coordinator Job Description

The White River Partnership: The White River Partnership is a membership-based, nonprofit organization bringing people and communities together to improve the long-term health of the White River and its watershed in central Vermont. Since 1996 the WRP has worked with individuals, businesses, schools, towns, local and regional organizations, and state and federal agencies to implement on-the-ground projects that protect and improve river stability, water quality, fish and wildlife habitat, flood resiliency, and public recreational access. For more information about the WRP, please visit www.whiteriverpartnership.org.

Position overview: The Monitoring & Education Coordinator (MEC) is a part-time, year-round position that coordinates the Water Quality Monitoring Program each summer, the school-based watershed education program Monitoring the White River, and other related projects as needed.

Location: The MEC will be based out of the WRP office in Royalton, Vermont. The office currently houses 2 year-round staff and 1 AmeriCorps member, as well as varying numbers of volunteers who help with special projects as needed. The MEC must be able to maintain focus and productivity while sharing an open office space with others.

Administrative details: The MEC will be paid an hourly wage for 16 hours/week (average); compensation is dependent on experience. Benefits include flexible hours, hands-on training, professional development opportunities, and a supportive atmosphere with dedicated co-workers. The MEC will be supervised by the Executive Director.

Duties:

1. Data Collection:
   a. Work with staff, AmeriCorps member, intern, volunteers, and partners to coordinate and evaluate the Water Quality Monitoring (WQM) Program each summer
      i. Maintain WQM Program Manual, including program history, protocols, data sheets, databases, reports, etc.
      ii. Order and distribute WQM supplies and equipment; collect and maintain equipment in off-season
      iii. Collect and process biweekly water quality samples; record data; share biweekly results
      iv. Analyze seasonal data; draft and distribute seasonal bacteria summary; share results with the public via press releases, presentations, signs, etc.
      v. Build and maintain WQM relationships by recruiting, training, communicating with, and thanking seasonal volunteers; renewing
agreements with and thanking sample collection route businesses; contacting and sharing data with town officials; and maintaining WQM Gmail contacts

b. Work with staff, AmeriCorps member, and partners to coordinate adaptive water quality monitoring as needed
   i. Identify sampling locations, parameters, and number of sampling events; apply for LaRosa Laboratory assistance as needed
   ii. Collect and process samples; collect and transport samples to the LaRosa Lab for processing as needed; enter data
   iii. Analyze seasonal data; draft and distribute a report; share the results with the public via press releases, presentations, etc.

2. Education:
   a. Work with staff, AmeriCorps member, interns, partners, and independent consultants to coordinate and evaluate school-based, watershed education program Monitoring the White River (MWR)
      i. Coordinate all aspects of MWR, including recruiting teachers; scheduling classroom presentations and field work visits with teachers and content providers; providing content as needed; tracking and maintaining Lending Library of equipment and supplies; evaluating MWR; and maintaining MWR metrics database
      ii. Update and create MWR units’ content and materials as needed
      iii. Build and maintain MWR relationships by communicating with MWR teachers; coordinating workshops and networking events for participating teachers; drafting and distributing a seasonal MWR newsletter; attending Upper Valley Place-based Ecology Education Professional Development Providers Community of Learning, Inquiry, and Practice meetings; and maintaining MWR Gmail contacts

3. Volunteer Coordination:
   a. Work with staff, AmeriCorps member, interns, and partners to coordinate volunteer involvement in hands-on watershed stewardship opportunities
      i. Help recruit and schedule schools’ participation in spring Trees for Streams plantings
      ii. Help recruit and schedule schools’ participation in fall river cleanups

4. General:
   a. Work with staff and Board of Directors to help develop, raise funds for, and evaluate Data Collection, Education, and Volunteer Coordination Program tasks and outcomes in the annual work plan
   b. Work with staff to help manage AmeriCorps member and seasonal interns
   c. Maintain biweekly timesheet
   d. Assist with other programs, projects, and office tasks as needed