



“Protecting the lakes, ponds, and streams of the Cobbossee Watershed through community engagement, conservation, and education.”

Courtesy Boat Inspector Coordinator – Job Description

The Friends of the Cobbossee Watershed was founded in 2001 as a citizen grass-roots effort to assist in the protection of local water quality. Within the 217 square mile area of the Cobbossee Watershed, there are 28 major lakes, ponds, and streams; five of which are infested with Aquatic Invasive Plants. The Friends’ educational and conservation programs aim to manage two main concerns to our waters: Aquatic Invasive Species and Non-Point Source Pollution.

The Friends’ ***Courtesy Boat Inspection (CBI)*** program educates boaters on the need to prevent invasive species from being introduced to our local lakes and ponds, and the responsibility of boaters to inspect, clean, drain, and dry their boats before entering and after leaving a body of water. Ten public boat launches are staffed by paid and volunteer inspectors during times of highest use; usually weekends and holidays. The Friends employ, train, and manage over 30 staff inspectors each year. The ***Courtesy Boat Inspection Coordinator*** is responsible for training, managing, and scheduling the inspectors, as well as processing timesheets and checking and entering data electronically. This paid position fulfills program coordinating needs, such as communicating with staff to provide updates, connecting with local lake associations to assess staffing needs, and visiting inspectors in the field to answer questions and provide aid. Training will be provided to the right candidate.

The Friends are seeking a highly organized individual with attention to detail and excellent communication skills for the CBI Coordinator position for the 2024 summer season, **\$18/hour for 35 hours a week**.

Qualifications:

- Excellent written & verbal communication and presentation skills, particularly with the public.
- Attention to detail in filling out paperwork, inputting data, and creating schedules.
- Available early or mid-May to at least the end of August, 35 hours per week (work may extend into September as available).

Responsibilities include:

- Scheduling staff members for all shifts required.
- Corresponding with staff to inform of changes to procedure, scheduling issues, etc.
- Providing supervisory oversight as necessary, including answering procedure questions.
- Checking inspection data.
- Responding to plant identification questions and inquiries.
- Entering inspection data into FOCW and State databases.
- Fulfill other duties as assigned to further the mission of the organization.
- Works with the Conservation Programs Manager to fulfill responsibilities.

Desired skills

- Familiarity or interest with aquatic plants or botany.
- Experience managing, supervising, and scheduling staff (with patience in handling a variety of personalities).
- Interest in environmental and conservation issues.
- Driver’s license and clean driving history, and ability to pass a background check.



To Apply: Please send a resume, cover letter, and three references to: Alex Dyer, Director of Conservation, alex@watershedfriends.com or Friends of the Cobbossee Watershed, PO Box 206, East Winthrop Maine, 04343