



“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 (Watershed Friends) 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 and ponds; six of which are currently known to be infested with Aquatic Invasive Plants. Watershed Friends’ conservation programs aim to prevent the spread of, survey for, and manage known Aquatic Invasive Plants within the Cobbossee Watershed.

Watershed 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. Watershed Friends employs, trains, and manages around 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.

Watershed Friends is seeking a highly organized individual with attention to detail and excellent communication skills for the CBI Coordinator position for the 2025 summer season. Compensation is **\$18/hour for 35 hours a week**.

Qualifications:

- Excellent written and 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 them 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.
- Fulfilling other duties as assigned to further the mission of Watershed Friends.
- Working 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.
- Must have: a valid driver’s license, a clean driving history, and the ability to pass a background check.

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