

Policy Type: Operational Process

Policy Name: FCBB Watershed Coordinator

Position: **Watershed Coordinator**
Term: 1 year renewable. Chosen by FCBB Board

General Description of Geographical Area of Responsibility: The Covehead-Brackley Watershed is made up of five streams and two bays on the north shore of Prince Edward Island having an area of 73 square kilometers.

Accountability

The Coordinator is accountable to FCBB for the supervision of the work of the stream enhancement crew to carry out watershed restoration, stream enhancement, and overall watershed coordination activities.

This position reports to the Executive Committee via the Chair of FCBB.

Authority

The Coordinator must act under the authority of the FCBB Board in directing staff, or speaking on behalf of the FCBB.

General Duties

Planning

- Supervise stream enhancement activities and crew members under Board direction
- Coordinate all aspects of watershed planning and enhancement
- Make applications for funding to government and other agencies

Communications

- Do marketing and communications of group activities to watershed residents including brochures, newsletters, community posters, and media relations
- Work with FCBB Board and sub-committee members to organize public meetings and educational events

Field Work

- Deliver Watershed Management Plan goals, objectives & strategies through field work
- Liaise with technical experts on watershed restoration activities as needed
- Liaise with community residents and landowners to acquire landowner permission for access to streams and obtain historical information on streams for surveys
- Carry out on-the-ground enhancement activities such as brush mat installation, tree & shrub planting, removal of debris and garbage from waterways and riparian area, etc.
- Manage the use and maintenance of all equipment.

Administrative Management

- Administer financial/payroll duties under the supervision of the Board Treasurer
- Maintain appropriate records and office facilities
- Manage staff relations in accordance the Human Relations Policy
- Assign duties and supervise crews to meet performance standards
- Enforce safety rules in use of equipment and field activities
- Abide by the by-laws, code of conduct and other polices that apply to the FCBB
- Participate in the recruitment and hiring of crew members
- Prepare for and attend board meetings as required

Qualifications

- Background in biology, wildlife, environment, or other relevant field preferred
- Stream enhancement experience and supervision
- Silviculture (chainsaw) and First Aid certification required
- Project coordination, public relations & writing skills, budgeting experience all considered assets
- Ability to manage in a collaborative style required
- Should be able to handle physical tasks such as heavy lifting and walking for extended periods in various outdoor habitats - fields, woods, streams, etc.
- Openness to continuous learning required

Salary –This is a salaried position

Evaluation

The performance of the Coordinator is evaluated annually in the context of the evaluation of the board and is based on the carrying out of duties and responsibilities as outlined above.

Removal from position

A Coordinator may be removed for cause in accordance with Article VI, 3 of the Letters Patent 2001.

Approval date: Board meeting of 23 May 2013