

## **KCSC SEABIRD SEARCHER MANAGER Job Description**

**September 15 – December 15, 2022**

**Position Title: SEABIRD SEARCHER MANAGER**

**Status: Part-time, non-exempt**

**Supervised By: KCSC Manager**

### **Primary Purpose:**

Managing and organizing a team of seabird searchers who complete daily searches for downed seabirds during the seabird fledgling season, beginning on September 15, 2022, and ending on December 15, 2022. This includes maintaining working areas, supplies and communicating with contacts from A&B.

### **Essential Functions:**

- Work with KCSC Manager to prepare the program and recruit seabird searchers.
- Be familiar with the searching job, willing to work shifts as needed, regularly monitor search conditions and supplies.
- Be the primary communicator to the seabird searchers, the A&B contacts and to the KCSC manager.
- Organize the training for the searchers, both the online presentation, the on-site training and first shift training.
- Create and maintain the work schedule for the searchers as well as send shift reminders.
- Review search logs from daily searches and email it to A&B every morning.
- Review any downed bird reports and prepare a report to send to A&B along with the daily logs.
- Maintain the searcher workstation at the A&B office, ensure searchers have sufficient supplies and equipment to carry out the searches.
- Find replacements for shift workers as needed.
- Track working hours for each searcher and prepare a summary report of hours worked for every pay period.
- Prepare an invoice to send to A&B at the end of every month.

### **Working Conditions:**

Administrative duties will be primarily done at a computer. Seabird searching will be outdoors, in all kinds of weather conditions, mostly in the dark.

### **Equipment Used:**

- Laptop (will be provided if needed)
- Google (drive, sheets, docs)
- Phone

**Shift Hours:** No exact shift hours. Based on previous experience we expect no more than 20 hours per week and sometimes less than 7 hours in a week. At minimum we expect 30 minutes each day to complete daily logs and basic communications. Be available for potential communication (text/phone calls) during searcher shifts ~10:00pm -12:00am and ~5:00am - 7:00am every day.

### **Physical, Mental, and Communication Demands:**

- Requires prompt and consistent communication with searchers and contacts from other parties.
- Requires one to be available to provide support during searches or ensure that there is another party that the searchers can contact if needed.
- Requires searching for downed seabirds, mostly in the dark, in the areas designated by the A&B Searching Protocol.
- Requires walking on uneven surfaces that are not all paved.
- Must follow specific instructions and safety procedures, working to specific routine.
- Requires basic reading, writing, math, and problem solving.
- Data collection and recording observations are a critical element of the position.
- Following protocols and procedures is also critical to remain in compliance.
- Searchers will need to provide their own transportation to and from the work site.

### **Skills / Knowledge:**

In addition to being able to fulfill the physical, mental, and communication demands listed above, be able to follow instructions and safety procedures, and ensure that data is returned at the end of every shift in a complete and correct manner.

You must be able to use Microsoft outlook for emails, google drive, docs, sheets, and word to manage the programs files, documents and spreadsheets.

Wage: Starting at \$25.00/hour and searchers and managers will be paid on the 1st and 16th of each month.

*The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*

**ANY QUESTIONS PLEASE CONTACT SARAH STYAN**

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