

Job Announcement

Stream Watch Coordinator
Kenai Watershed Forum
Soldotna, Alaska

Job Description

This is a full-time 40hr/week position, running for five months from May 1 through September 30. Pay DOE \$18 - \$22/hour; there is potential to expand this position position to a 10-month paid position through other programs, depending on the applicant's ability.

The Kenai Watershed Forum is seeking a creative and energetic individual who is interested in collaborative projects with multiple agency and organization partners of an environmental nature. We are looking for a well-organized person to provide high-quality planning, facilitation and implementation of programs and events that encourage environmentally aware and engaged community members.

The Stream Watch Coordinator oversees a network of volunteers dedicated to three salmon-rich river systems on the Kenai Peninsula. The Coordinator supports all logistical volunteer needs (i.e. scheduling, organizing events, grant reporting, supplies and vehicles) and facilitates on the ground volunteer activities (e.g. river protection, fence installation, litter patrols, fishing line collections and container installations) through multiple agency and organization partnerships.

This person will be responsible for recruiting, training, scheduling and providing field support for 200+ volunteers along the Russian, Kenai and Kasilof Rivers. One paid intern will be recruited, trained and supervised to assist this position. Other duties include:

- Develop volunteer-friendly river protection projects with agency/organization partners
- Develop and manage a program budget, in conjunction with the KWF Executive Director. Be familiar with grant requirements and conditions for documenting and reporting for funding of the Stream Watch Program
- Communicate with program steering committee and partners regarding program status, successes, issues and concerns
- Conduct on-going recruitment and training for individuals and groups volunteering throughout the program season
- Provide on-site support for volunteers. Conduct training and provide appropriate feedback and appreciation throughout the program.
- Provide outdoor and occupational safety training, as well as hospitality and communication training

This person will also assist the KWF on special projects such as the Annual Kenai River Festival in June and other educational events.

Applicants must possess a valid driver's license and a satisfactory driving record.

Desirable qualifications:

Experience with computer graphics & design software and grant writing.

To apply, submit a resume with 3 professional references and other supporting documentation to:

Kenai Watershed Forum
Attention: Executive Director
44129 Sterling Highway
Soldotna, Alaska 99669

You may apply electronically by submitting to:

Jack Sinclair, Executive Director

jack@kenaiwatershed.org.

Questions may be sent to jack@kenaiwatershed.org or at 907-260-5449 ext 1208

The Kenai Watershed Forum is a 501 (c)3 non-profit organization dedicated to promoting and maintaining healthy watersheds through stewardship, research, restoration and education throughout the Kenai Peninsula and its communities. For more information about us please visit our website: www.kenaiwatershed.org