

A program managed by

FINGER LAKES  
INSTITUTE



HOBART AND WILLIAM SMITH COLLEGES

Contact us at [flsteward@hws.edu](mailto:flsteward@hws.edu)



**STOP AQUATIC  
HITCHHIKERS!**

Prevent the transport of nuisance species.  
Clean all recreational equipment.  
[www.ProtectYourWaters.net](http://www.ProtectYourWaters.net)

## Summer Employment

### Do you love the Finger Lakes? Get paid to help protect them!

The Finger Lakes Institute at Hobart and William Smith Colleges is hiring a full-time **Program Coordinator** for the Watercraft Steward program for Summer 2017.

**Locations:** Finger Lakes Institute in Geneva; also, public boat launches throughout the Finger Lakes region

**Time:** 40 hrs/week, May through Labor Day Weekend; must work weekends and holidays.

**Pay:** \$15/hr

#### **Job Description:**

Working under the supervision of Finger Lakes Institute (FLI) staff, the Program Coordinator will be responsible for supervising the Finger Lakes Institute's Watercraft Stewards. The Watercraft Stewards will be responsible for public outreach and education on slowing and preventing the spread of aquatic invasive species. Watercraft Stewards will offer watercraft inspections to boaters at public launches throughout the Finger Lakes region and provide boaters with information about aquatic invasive species and protocol for preventing their spread. Watercraft inspections entail removing plants and other organic material from boats and trailers and identifying aquatic invasive species. Watercraft Stewards will collect daily data from their interactions with boaters. Weekly progress reports and data entry will be required that summarize this information. Training will be provided.

#### **Duties include, but are not limited to:**

- Scheduling Watercraft Steward shifts.
- Providing on-call assistance to Watercraft Stewards during their shifts through phone calls and assistance at the boat launches.
- Ensuring that Watercraft Stewards have the proper supplies.
- Ensure that Watercraft Stewards enter their field data correctly and in a timely manner.
- Regularly check in on Watercraft Stewards while on-duty at boat launches.
- Conduct public education and outreach programs regarding the significance of New York's aquatic ecosystems and the threat of the spread of invasive species at watercraft launch sites.
- Disseminate educational information, press releases, and other materials as requested.
- Provide additional assistance and training to Watercraft Stewards as needed.
- Perform watercraft inspections when extra help is needed.
- Participate in FLI-hosted service events such as invasive species pulls, beach cleanups, etc.
- Attend weekly meetings with FLI staff.

#### **Knowledge/Skills/Abilities:**

- Excellent interpersonal communication skills. Must have the ability to successfully and clearly present information and ideas to a diverse audience, and to react in a positive, proactive manner in confrontational circumstances.
- College students or recent graduates with experience in environmental education, natural resources management, biology, ecology, environmental studies/science, or a related field are encouraged to apply.
- Familiarity with aquatic invasive species and the general ecology of the Great Lakes and Finger Lakes region is preferred.
- Ability to work independently and responsibly without direct supervision.

- Ability to supervise others, including managing schedules, communicating duties, and managing conflicts.
- Valid Driver's license. Must provide own transportation to work sites and meeting locations.
- Ability to perform tasks requiring physical exertion, long hours in the sun, and traveling if necessary.

Successful candidates must show exceptional interpersonal skills as well as an enthusiasm for protecting aquatic ecosystems. The Program Coordinator will be required to attend a comprehensive training program that will prepare them for the position.

Please email resume and cover letter **by 5 PM on Friday, April 7th** to:

Sam Beck-Andersen – Watercraft Steward Project Manager, Finger Lakes Institute: [beck-andersen@hws.edu](mailto:beck-andersen@hws.edu)

Subject line: Program Coordinator applicant

Questions? Email [beck-andersen@hws.edu](mailto:beck-andersen@hws.edu)