JOB/POSITION TITLE: Save Our Shearwaters (SOS) Program Coordinator

STATUS: Exempt

PRIMARY PURPOSE: Coordinate SOS Program operations for Kauai Humane Society (KHS) with regards to outreach, the field, and in the clinic; represent the management of SOS with the other Kauai Humane Departments, act as primary liaison for KHS and KIUC, DLNR-DOFAW, and USFWS; produce an annual report for KIUC; fulfill any agency reporting requirements (in particular permitting and contract reporting requirements); maintain the SOS database; assess program needs and budget; maintain any SOS MOAs or contracts; pursue wildlife grants and alternative funding.

Reports To: Executive Director

Supervises: All SOS Staff and Volunteers

ESSENTIAL DUTIES/FUNCTIONS:

- Attends all inter-agency meetings relevant to the SOS Program and twice a year coordinates and facilitates an SOS Working Group Meeting.

- Provides an annual report for publication by KIUC before June 1\textsuperscript{st} of each year.

- Maintains permits required for SOS operations:
  - State and Federal MBTA rehabilitation permits
  - Personal Master Banding Permit
  - Scientific Collection Permit (still in need of application)

- Plans and implements the programs budget, outlining for KIUC at the beginning of the fiscal year

- Maintains contracts and MOAs
  - KIUC contract
  - Hawaii Wildlife Center MOA
Kauai Refuge Contract (KPNWR)

- Maintains the SOS database and coordinates with permitting agencies to determine Access query designs for agency reports.

- Develops knowledge of environmental laws and regulations in order to write and enforce protocols for live and dead bird collection and documentation.

- Fronts a KIUC-funded outreach campaign for native seabirds with ESA status.

- Coordinates native seabird outreach with Kauai Endangered Seabird Recovery Program and the annual Pule with Sabra Kauka.

- Manages staff according to KHS Employee Manual.

- Oversees the Lead Technician.

- Oversees field operations, maintaining vehicles, aid stations, and staff.

- Attends weekly management meetings as the SOS representative.

- Coordinates with KHS staff and departments.

- Determines best course of inter-department staff use and appropriate allocations.

- Hires sufficient, qualified SOS staff for September through December.

- Facilitates training opportunities for volunteers and staff.

- Pursues grants and other funds in the off-season, particularly in June.

- Provides clinic relief for the Lead Technician 1-2 days of every week in the off-season.

- Updates the SOS Operations Manual (intended as a “living document”) yearly.

- Monitors conditions of all birds in captivity, checks in with clinic daily.
Collect, document, assess, band and release birds as stated in the SOS Operations Manual.

Provide veterinary/rehabilitation treatments as directed for injured/sick birds.

Cleans and disinfects bird holding areas, vehicles, carriers, food and water bowls, utensils and equipment as stated in the SOS Operations Manual.

Promptly greets all visitors in a courteous and professional manner and assists them with SOS program information and services.

Assists other staff when needed with handling of animals and serving the public.

Treats all animals humanely, professionally, and with compassion.

OTHER DUTIES/FUNCTIONS:

Answer the phone and provide general information regarding SOS program to the public.

Manages the project cell phone and the on-call hours with KHS Humane Officers and available SOS staff.

Drives shelter vehicles to do pickups of birds, supplies, etc.

Performs other duties as assigned to ensure a positive public image and to enhance the operation and mission of the organization.

WORKING CONDITIONS: Outdoors in all types of weather; indoors under regular kennel conditions and office conditions.

Equipment Use: Gloves, carriers, nets, syringes, needles, veterinary treatments, feeding tubes, water hose with spray gun, brooms, rakes, brushes, shelter vehicles, commercial cleaning fluid, computers.

Work Hours: 40 hour work week minimum, and must be willing to work weekends and holidays when necessary.
MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:

- This is a supervisory role. Must be self-motivated with an ability to motivate others.

- Requires strong management skills and an ability to work with a wide range of personalities.

- Requires budget knowledge and grant-writing capabilities.

- Requires patience and knowledge when dealing with a wide range of laws, regulatory agencies, and permits.

- Requires computer and particularly database faculties.

- Requires reading, speaking, writing, and communicating clearly and effectively.

- Requires capability to work effectively with other shelter personnel to achieve a high level of service.

- Requires alertness and attention to detail in handling of animals.

- Requires crawling, bending, lifting, running, etc. in cleaning and handling of animals.

- Requires eye-hand coordination in handling, capturing, transporting, or restraining a live animal.

- Requires handling people and animals in a pleasant, courteous, and professional manner.

QUALIFICATION REQUIREMENTS:

Skills/Knowledge:

- Valid driver's license with a good driving record.

- Excellent communication skills; excellent writing skills.

- Computer skills including Word, Excel, Access, and preferably GIS.

Ability to work under pressure and without direct supervision.

Must agree with and be committed to Society goals, objectives, and programs.

**Education/training:**
- College degree at an accredited university in biology/wildlife.
- Masters degree preferred.
- Hands on experience/training with seabird handling and rehabilitation, with application of Endangered Species Act if possible.

**Experience:**
- Previous experience managing a wildlife program.
- A banding resume including at least 100 seabirds or waterbirds.
- Experience in report writing particularly for federal and state agencies.
- Experience working with a wildlife recovery effort desired.
- Experience working with native Hawaii avifauna preferred.

**Other Requirements:**
- Must have compassion and concern for both animals and people.
- Must be able to handle physically rigorous work and pass a physical examination including the ability to lift and carry 20 lbs.
- Must be flexible and capable of working both independently and as a member of a team, sometimes for long hours.
- Must be comfortable working as a group of two for most of the year.

**Start Date:** Position available immediately and will remain open until filled.

**Salary:** Salaried position, equivalent to $20/hr.

Email a cover letter, resume, and three references to: sos@kauaihumane.org

SOS Coordinator
Job Description
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