

## Cornell Cooperative Extension of Saratoga County

<https://ccesaratoga.org/>

### Temporary AIS Watercraft Steward Assistant Supervisor – Ballston Spa, NY

As part of the Capital Region Partnership for Regional Invasive Species Management (PRISM) program, the Watercraft Inspection Steward Program (WISP) provides public education and outreach at boat launches regarding statewide Clean, Drain, Dry practices in order to help prevent the spread of aquatic invasive species.

On a full-time, temporary basis, the Aquatic Invasive Species (AIS) Watercraft Steward Assistant Supervisor is responsible for supervising the day-to-day activities of AIS Watercraft Stewards. In addition, this position provides oversight for AIS management outreach events, for short-term volunteers at such events, and performs the responsibilities of an AIS Watercraft Steward as needed or assigned.

This position works independently and travels frequently between various boat launch locations throughout the Capital Region (including Albany, Columbia, Green, Herkimer, Montgomery, Rensselaer, Saratoga, Schenectady, Ulster and Washington counties).

This position works on a full-time, seasonal (temporary) basis from April through mid-September, with dates subject to change based on program needs. This position works full-time Monday through Friday before Memorial Day and after Labor Day. The WISP runs from Memorial Day through Labor Day, with several days of required programmatic training in mid-late May. During the WISP season, work schedules are typically Thursday-Monday, including holidays, from 7:00 am – 3:30 pm, though schedules may also vary depending on program needs.

#### Required Qualifications

- Bachelor's degree. Associates degree plus two years transferable or program experience may substitute for a bachelor's degree.
- Experience relevant to the role of the position.
- Ability to work a full-time schedule: Monday through Friday in the pre and post WISP season, and Thursday through Monday, including weekends and holidays during the WISP program season.
- Ability to meet frequent travel requirements associated with this position. A valid NYS driver's license with the ability to drive and driving record acceptable for agency insurance coverage are required.
- Commitment to helping deliver diverse, equitable, and inclusive programs.
- Program Skills: Strong understanding of AIS identification, threats, and prevention measures. Ability to review and interpret data. Ability to effectively deliver related AIS programs to diverse audiences. Ability demonstrate and teach AIS prevention techniques. Serve as an effective subject matter resource. Maintain program data confidentiality. Ability to effectively participate in professional team efforts, including frequent collaboration with staff, volunteers, and outside organizations.
- Communication Skills: Strong verbal communication, writing, and environmental interpretation skills. Ability to communicate effectively through oral, written, and visual channels and educational tools. Ability to frequently and effectively communicate with supervisors, staff, recreational boaters, anglers, other park patrons, employees and others.

- **Computer Skills:** Experience with internet, email, and computer-based software such as GIS, and Microsoft Word and Excel. Prior experience or ability to learn how to use a tablet (used for WISPA data collection).
- **Management Skills:** Ability to provide supervision to Watercraft Stewards, providing programmatic guidance and serving as an effective role model and coach.
- **Work Environment –** In addition to the Working Conditions, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. This position works constantly at outdoor boat launch sites and in weather conditions including exposure to the sun, extreme heat, wind, water, precipitation, and cold. This position occasionally to regularly lifts, moves or transports program supplies and materials. This position occasionally to regularly stands and walks and regularly positions self (e.g. pulling, bending, reaching, touching, kneeling, using hands to feel/reach) while inspecting watercraft and/or demonstrating proper AIS preventative watercraft cleaning and launching techniques. This position requires the ability to safely operate small manually operated watercraft (e.g. kayak, canoe, etc.). This position occasionally to regularly performs and demonstrates AIS surveying and removal techniques (e.g. rake toss, etc.)

### **Preferred Qualifications**

- Degree in biology, conservation management, aquatic and fisheries science, wildlife technology, freshwater science, environmental sciences, environmental education, natural resource management, water resources, forestry or related field preferred.
- Watercraft steward experience preferred.
- Supervisory experience preferred.
- Working knowledge of ArcGIS applications.

### **Position Details**

This is a temporary, full-time (40hours/week), nonexempt position.

*Cornell Cooperative Extension is a collaboration among Cornell University, the United States Department of Agriculture, the State of New York, and the residents of New York State. Per NYS Law, county and regional extension service associations are subordinate governmental agencies. This employment opportunity is with the entities listed and not with Cornell University. Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.*