



### **Stream Programs Assistant**

The Gunpowder Valley Conservancy's (GVC) stream programs have grown steadily since 2007, with consistent high interest from volunteers in stewardship of their local waterways. GVC is seeking to expand its capacity to deliver its year-round Adopt-A-Stream and semi-annual Stream Clean-up programs and develop new resources for these programs by hiring a part-time Stream Programs Assistant. This new part-time grant-funded position is funded to work between 5-12 hours per week for a total of up to 405 hours and will accomplish the following:

#### **Job Duties and Responsibilities:**

- Stream Cleanups (75% time)
  - Be the administrative lead for GVC's Project Clean Stream (spring) and Better Waterways (fall) stream clean-up (SCU) events
  - Solicit SCU registrations and supply requests from Stream Captains via online Forms
  - Liaise with the Volunteer Coordinator to set up online registrations for Captains requesting volunteers
  - Request trash pick-ups from Baltimore County
  - Receive and distribute SCU supplies to Captains requesting them
  - Manage SCU supply inventories and request/order additional supplies when needed
  - Receive trash reports from Stream Captain volunteers and enter data into spreadsheets
  - Follow up with Stream Captains who have conducted clean-ups but who have not submitted their data forms
  - Organize and lead or assist with clean-ups for organized groups seeking volunteer engagement activities
  - Liaise with Baltimore County EPS and other agencies to cross-promote stream activities and events
- Adopt-A-Stream (AAS) Program (15% time)
  - Make copies and assemble workshop materials before each AAS workshop
  - Manage AAS supply inventories and request/order additional supplies when needed
  - Follow up with new Stream Captains who have not submitted their stream health assessments
  - Assist new Stream Captains in the field with their initial stream health assessments
  - Conduct field surveys of potential ¼-mile stream segments in need of adoption and document level of trash, accessibility for volunteers, need for permission for access
  - Using GIS applications for Baltimore and Harford Counties, create maps of ¼-mile stream segments that are candidates for adoption
  - Create a GIS layer of GVC's adopted and adoptable stream segments that can be made available publicly to help potential Stream Captains choose segments or see what areas are already well covered
  - Create an online resource site for Stream Captains where they can access forms, links to stream resources, and the GIS layer showing adopted and adoptable streams
- Stream Monitoring (10% time)
  - Take the Alliance for the Chesapeake Bay's Rivertrends stream monitoring training
  - Monitor GVC's Long Green Pike site monthly and share data with the Alliance.

- Once comfortable, train/manage volunteers to take on additional stream monitoring sites in the Gunpowder watershed

**Knowledge, Skills, and Abilities:**

- Interest in environmental work
- Highly organized and able to manage multiple tasks simultaneously
- Excellent communication skills specifically for working with partner agencies and volunteer recruitment
- The ability to lift and carry 25 pounds and to move safely over uneven terrain
- Familiarity or willingness to learn stream monitoring protocols
- Familiarity with Microsoft Office tools
- Willingness to learn GIS or familiarity (preferred)

**How to Apply:**

Please email your resume and a brief cover letter to Program Director Darcy Herman ([dherman@gunpowdervc.org](mailto:dherman@gunpowdervc.org)) with the subject line "Stream Programs Assistant Application".

Review of applications will begin immediately. For priority consideration please apply by February 6, 2023.