

## **Vernal Pools Cooperative Project**

### **Volunteer Job Description: Chapter Liaison**

#### **Responsibilities**

1. Serve as the chapter's main point of contact for the project leaders at the state level.
2. Serve as the main point of contact within the chapter for chapter volunteers participating or wanting to participate in the project.
3. Keep a list of the pools being monitored by the chapter and ensure that they have been entered into CitSci.org.
4. Keep a list of which volunteers are monitoring each pool. Encourage those volunteers to sign up for the project in Better Impact.
5. Communicate opportunities for new volunteers on the project to receive training. Sometimes this training may simply be monitoring alongside a more seasoned volunteer.
6. Work with other volunteers in the chapter to conduct general outreach to land managers, staff, neighborhood residents, and members of the public, particular those individuals associated with the sites being monitored.
7. Stay aware of and help promote opportunities to tie the pool monitoring to education and stewardship efforts in order to encourage conservation outcomes.
8. Facilitate communication amongst the volunteers in the chapter who are participating in the project. This communication could include regular reminders to do the monitoring, sharing of findings, reminders to enter data, etc. It may also include sharing communications received from the state-level project leaders.

#### **Time Commitment**

We ask that the Chapter Liaison commit to at least one calendar year in the role, January through December. Each December, the volunteer should communicate with the rest of the project leadership to determine whether they would like to remain in the role.

The Chapter Liaison will need to attend 2-3 (Zoom) meetings each year to learn about project updates and communicate with project leaders from other chapters and the state. The timing of the rest of the role will depend on the number of pools the chapter is monitoring, the number of volunteers involved, and the amount of outreach conducted. A reasonable estimate of time would be two or three hours per week in the most busy part of the field season (February-April), which would include participating in the monitoring. The remainder of the year, hours would be much fewer and sporadic.

#### **Skills and Abilities Needed**

The Chapter Liaison should have reliable internet access in order to participate in Zoom meetings and to access CitSci.org. They need to have a CitSci.org account. They will need to regularly communicate via email, so they should be someone who can regularly check and send out emails. They should be organized and able to keep up with changes in the pool and volunteer lists.