



2008 Mahogany St. Ste 3
Mora MN 55051
(320) 679-1391
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Job Announcement:

POSITION TITLE: Boat Inspector / Educator (hiring 2-3)

Feb. 9, 2024

APPLICATION DEADLINE: Open until filled

POSITION CLASSIFICATION: Seasonal Part Time, late May through early Sept. 2024
Flexible start & end dates to accommodate schedules
Will involve weekend duties on a 24 hour per week basis OR
(flexible work schedule)

POSITION LOCATION: Kanabec SWCD, Mora, MN

POSITION SALARY: \$16-16.50 per hour

BENEFITS: Earned Sick and Safe Time eligible for sick leave,
1 hour earned for every 30 hours worked

THE POSITION:

This Kanabec SWCD 2024 Seasonal Boat Inspector / Educator's primary activities will involve Aquatic Invasive Species (AIS) boat inspection and education with other duties as assigned. The main duties of this position include Aquatic Invasive Species (AIS) boat inspection, education and coordination. Data collection on boat inspections will be done using a tablet. This position is expected to work independently, be reliable and responsible for completing assigned tasks. Will also work in a team environment and in coordination with other conservation professionals. We are looking for an individual with great interpersonal and communication skills, necessary to promote aquatic invasive species education in coordination with our many diverse volunteers and partners. Interpersonal skills favored are courteousness and the ability to independently engage the public without confrontation. This position provides educational outreach, accurate and reliable communication under policies established by the Kanabec Soil and Water Conservation District. Specific duties of this position are expected to change as the needs of the District change. AIS training will be provided by the MN – Department of Natural Resources (DNR).

Position typical duties:

- ✓ Aquatic Invasive Species (AIS) boat inspection, education and coordination
- ✓ Ability to use mobile devices such as tablets and GPS units.
- ✓ Be able to work outdoors in all weather conditions.
- ✓ Interest or experience in the Natural Resources profession is preferred.
- ✓ Utilize Civic Organizing principles in coordinating conservation with our partners and land owners.
- ✓ Will coordinate AIS educational events with lake associations.
- ✓ Assist in delivering educational programs in Kanabec County. A few examples include field days, the County Fair, AIS education and conservation tours.
- ✓ Monitor at accesses for AIS, sending unknowns to the DNR for identification.
- ✓ Assist with numerous other assigned duties.

MINIMUM QUALIFICATIONS - Applicants must possess:

- ✓ A High School Diploma or GED is required.
- ✓ Will involve weekend duties. This position will be required to work most weekends (including Holidays, 24 hour per week position) throughout the summer. Holidays will be compensated at 1.5 times the regular salary.
- ✓ Possess the physical ability to lift upwards of 50#, bend, stretch, reach, squat and stand for extended periods of time.
- ✓ Possess the skill to work with upset clients in a calm and civil manner.
- ✓ Great interpersonal skills are required in working with the public, lake association members and our conservation partners.
- ✓ Ability to work independently, be reliable and responsible for completing tasks on time and accurately.
- ✓ May involve the use of Microsoft computer programs such as excel and word for tracking Aquatic Invasive Species (AIS) boat inspections, time-tracking and other outreach / education materials or reports as needed.
- ✓ A valid Minnesota Drivers' License with a good driving record is required.
- ✓ A personal vehicle will be used at times to complete job duties. Mileage will be paid at the \$0.67/mile rate.

APPLICATION PROCEDURES: - Supply a cover letter and resume to the above address as soon as able. This position is open until filled. Selected candidates will be invited for an interview. Visit our website at www.KanabecSWCD.org, to learn more about our Mission or call (320) 679-1391 for inquiries.

CONDITIONS OF ANNOUNCEMENT - The Kanabec SWCD reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.

REASONABLE ACCOMMODATIONS - Contact the Kanabec SWCD to arrange reasonable accommodations to submit a resume or attend an interview at (320) 679-1391.

EQUAL EMPLOYMENT OPPORTUNITY - Candidates will be considered without discrimination for any non- merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status or membership or non-membership in an employee organization.