

## **Adopt-A-Beach Coordinator**

### **Job Description**

Manage the Adopt-A-Beach (AAB) program to assure that all Lake Michigan beaches in Sleeping Bear Dunes National Lakeshore (SLBE) have at least one person/group walking the beach each month between May and October picking up litter and reporting findings on the Friends web site: [www.friendsofsleepingbear.org](http://www.friendsofsleepingbear.org) . Reports include: volunteer hours, detailed description of litter picked up, location and description of dead birds, location and description of large items that have washed up on the beach, and location and description of erosion issues that require Park maintenance work.

The duties of the Adopt-A-Beach Coordinator include:

- Provide training and materials for the AAB Volunteers and organizes an annual AAB training meeting in May. The training meeting includes job description, details of how to perform a beach patrol, safety training, and visitor interaction guidelines. These topics are covered by Park Rangers at the meeting. New volunteers are provided litter-gitters and Ambassador vests and they are assigned a Lake Michigan beach to patrol.
- Provide individual training and materials to new volunteers who were unable to attend the May training meeting.
- Assure that all new SBHT Ambassadors sign up to be NPS volunteers. Original applications are scanned or copied and sent to the Friends Membership Director, so their contact information can be entered into the Friends Membership database. Originals of the forms are given to the Park Volunteer Coordinator.
- Contact volunteers who did not attend the spring training meeting to confirm that they are still active for the coming year.
- Monitor beach patrol reports and forwards reports that require action to the Park Volunteer Coordinator or the Avian Botulism Leader depending on the nature of the report.
- Assist the Park Volunteer Coordinator in finding volunteers who can help with school groups, church groups, scouts, or businesses that are doing a service project to clean one of our beaches.
- In November of each year, the AAB Coordinator will download our beach patrol data for the year and transfer it to the Alliance for the Great Lakes to include in their Litter Database for the Great Lakes.
- Report to the Friends Programs Director, who will submit the report for the information packet for the Executive Committee or Board of Directors meetings.

### **Required Experience**

Group organizational skills

Communication skills

Computer skills including e-mail, Microsoft Excel spreadsheets, and web sites.

### **Required Training**

Web site database training is provided by the Friends of Sleeping Bear Dunes.

## **Time Commitment**

2-4 hours per week in the High Season (May – September) to coordinate. Preparation for the Annual training meeting requires 12 hours. If the AAB Coordinator is also doing Beach Patrol on a beach (recommended), add another 2 hours per month.

Sometimes the Park Volunteer Coordinator will ask for assistance with school groups or scouts to do beach clean-ups in the spring or fall. This may take 4-6 hours per occasion.

During Low Season (October – April) very little time is required.