

PSAR Coordinator

Job Description

Manage the Preventative Search and Rescue (PSAR) program to educate Park visitors about potential safety hazards that may result in search and rescue (SAR) operations. The goal is to reduce the number and seriousness of search and rescues. The two areas in the park where most SARs occur are at the Dune Climb and Pierce Stocking Scenic Drive #9 Lake Michigan Overlook. In these cases, visitors put themselves in hazardous situations because of their lack of knowledge or preparation. Volunteers are posted at these two areas to educate park visitors.

The PSAR Coordinator will work with SLBE Law Enforcement to assure volunteers have appropriate training and equipment. PSAR Volunteers report their patrol data and interactions with park visitors. The PSAR Coordinator will monitor volunteers' reports to make sure they are reporting and highlight issues to SLBE Law Enforcement.

The duties of the PSAR Coordinator include:

- Provide training and materials for the PSAR Volunteers and work with SLBE Law Enforcement to organize an annual PSAR training meeting in June.
- Work with the Volunteer Recruitment Manager to recruit new PSAR volunteers prior to the June training meeting.
- Provide individual training and materials to new volunteers who were unable to attend the June training meeting.
- Assure that all new PSAR Volunteers 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 June training meeting to confirm that they are still active for the coming year.
- Monitor PSAR reports and forward reports that require action to the Park Law Enforcement.
- Provide weekly statistics on group hours and visitor contacts.
- 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

Attend the PSAR June Training meeting

Time Commitment

2-4 hours per week in the High Season (May – September) to coordinate. Preparation

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for the Annual June Training will require approximately 16 hours. If the PSAR Coordinator is also doing PSAR Patrol (recommended), add another 4hours per week. During Low Season (October – April) very little time is required.