

PSAR Coordinator

Job Description

The Preventative Search and Rescue (PSAR) Coordinator works as a liaison between the National Park Service (NPS) and the Friends of Sleeping Bear (FOSB) non-profit group. They assist the PSAR Ranger with the day-to-day operations of the program. They work with FOSB to develop and maintain a program budget and oversee the purchasing of PSAR items. Lastly, they assist with the recruitment and training of new PSAR volunteers.

PSAR volunteers spend time interacting with visitors in two problem areas in the park (Dune Climb and Pierce Stocking Scenic Drive). At both locations, PSAR volunteers wear high-visibility orange uniforms and provide vital safety messaging to those recreating in the dunes and those getting ready to head out into the dunes.

It is expected that the PSAR coordinator will be an active PSAR volunteer in addition to their duties as coordinator.

PSAR Coordinator Duties:

1. Maintains a healthy working relationship between the NPS and FOSB non-profit group.
2. Works with FOSB to develop and maintain a PSAR budget.
3. Works with NPS PSAR Ranger to purchase items for the program.
4. Works with Volunteer Recruitment Manager to recruit new PSAR volunteers.
5. Assists in the training of new PSAR volunteers.
6. Provides weekly statistics on group hours and visitor contacts to FOSB.
7. Attends FOSB board meetings to provide status updates on the program.
8. Performs all the duties of a PSAR volunteer (see PSAR volunteer job description).

Required Experience

Interpersonal skills

Communication skills

Ability to use e-mail and internet

Required Training

Annual Training in Glen Haven: Held towards the end of May, this training provides an overview of the daily operations of the PSAR program (one hour).

Field Training: New volunteers spend time shadowing the PSAR Ranger or a seasoned PSAR Volunteer at both the Dune Climb and on the scenic drive (four hours total, can be split into two shifts).

Time Commitment

PSAR season runs from Memorial Day through Labor Day. During that time, expect to spend 2-4 hours per week coordinating and ideally another 4-8 performing PSAR patrols.