

## Marine Patrol Coordinator

*Purpose of the Marine Patrol Coordinator - To be an integral part of PaBIA's efforts to respond to its members' demands for programs that protect and promote a safe, courteous, quiet, and clean, water-access community for all boaters and cottagers. (Taken from Marine Patrol Job Description '08)*

The Marine Patrol Coordinator shall:

1. Be responsible for:
  - a.) timely update of PaBIA website as regards Marine Patroller Job Description and related hiring information;
  - b.) conducting timely, fair, transparent hiring of Marine patrollers.
2. Maintain currency/relevance of Marine Patrol Protocols; update the Protocol, as needed.
3. Plan, coordinate, and schedule topic instructors for new Patroller training, to adequately prepare Patrollers for accomplishing their daily responsibilities.
4. Ensure that all Marine Patrol equipment and property is accounted for, maintained, and signed for by each patroller.
5. Provide a weekly schedule for Patrollers; and regularly supervise its execution.
6. Over-see the daily operations of the Marine Patrol; provide motivational leadership, as required, to help the Patrollers meet the intent of the Protocols.
7. Ensure TOA Water Testing is done on a bi monthly basis and is conducted per the TOA specification.
8. Promote and ensure the accurate, timely documentation of all Patroller activities. By gathering and recording the uses/abuses of our water/land, Patrollers help PaBIA maintain its position as a stakeholder and credible voice in the community.
9. Serve as the active partner in the GBLT/PaBIA partnership to assist in the supervision and maintenance of local trust lands; ensures that Patroller weekly efforts are appropriately focused on activities that help to justify our GBLT funding.
10. Regularly review Patroller GPS tracks to ensure uniform patrol coverage of area.
11. Monitor and assess local boating safety climate and environmental trends; makes relevant recommendations to Portfolio Director.
12. Support the integration of high school volunteers; work to build a cadre of experienced volunteers to help our Patrollers maintain Crown Land recreational sites.
13. Keep the Portfolio Director informed of any relevant change in availability or status of all on-going projects.
14. Prepare and submit, in a timely manner, an annual report for PaBIA's Handbook.
15. Identify, train, and include an assistant/backup person in the performance of the regular responsibilities of the position; the person should be able and willing to assume these duties, in the absence of the Chairman.