



Monitor Coordinator

Position Description
Created Oct 2021

Requirements: Experience with monitoring bluebird nest boxes. Knowledge of the nests and eggs of species that use bluebird nest boxes, including their incubation and brooding times. Knowledge of Excel, Word and PowerPoint. Available during peak nesting season (March-August). Comfortable working with volunteers on a weekly basis.

- 1) Attend meetings of the Bella Vista Bluebird Society (BVBBS) Executive Board when needed, and other BVBBS meetings as needed or requested by the president.
- 2) Keep the President up-to-date on all happenings, activities, changes, etc., that fall under your areas of responsibility defined below.
- 3) Keep an up-to-date list of names, street & email addresses, and telephone numbers for current monitors and monitors waiting for openings. Recruit monitors through word of mouth and/or social media when needed.
- 4) Work with president on developing training tools for monitors when needed. Hold online, classroom or in the field training for new monitors in late Feb/early March, and anytime for monitors who start later in the nesting season.
- 5) Before the beginning of the season prepare individual blank monitor sheets for each monitor to include: monitor's name, site name, trail boss name & phone number, box and/or hole numbers. Email the sheets to each monitor on March 1.
- 6) Follow-up with new monitors at mid-season (late May/early June) to make sure that their monitor sheets have the correct data. Work with each individual monitor on problem areas.
- 7) Respond to any monitoring issues within a reasonable amount of time of being contacted; work with trail bosses and president on problems.
- 8) Receive end of season reports from monitors. Evaluate reports for accuracy and make corrections when needed; tabulate totals and deliver to president for her/his input into NestWatch spreadsheet.