

Salish Sea Guillemot Network (SSGN)
Whidbey Audubon Society
2023 Pigeon Guillemot Summer Breeding Survey Program Coordinator
Scope of Work

Salish Sea Guillemot Network (Whidbey Island, Clallam County, Kitsap/Bainbridge, Vashon/Maury, Camano Island, Jefferson County East and South Sound), is contracting for the services of SSGN Program Coordinator. The goals are to ensure consistency and quality control for our existing community science project, the Pigeon Guillemot Summer Breeding Survey, and to help educate our broader community about the importance of this indicator species as well as beach and bluff stewardship. The majority of the effort will be assisting regions (listed above) with carrying out established guillemot breeding surveys and assuring quality of data input.

A coordinating team consisting of Salish Sea Guillemot Network members will oversee the work of the Program Coordinator who will report to Frances Wood, SSGN coordinator.

The SSGN Program Coordinator will:

1. Assist and monitor the activities of the seven current Pigeon Guillemot Breeding Surveys by working with Regional Administrators. This may also include training new volunteers on survey techniques and data entry protocols. Surveys generally begin in early June and continue through the end of August. Estimated effort: 75%
 - a. Plan and conduct meetings with SSGN via video conference as needed, at a minimum of once a month from May through October 2023.
 - b. Become familiar with the Pigeon Guillemot Breeding Survey program and survey protocol. Ensure uniform data collection efforts across all regions. Collaborate with Regional Administrators to develop a plan and timeline for data entry and quality control to ensure timely completion.
 - c. Conduct routine check ins with regions regarding data collection or data entry issues and recommend solutions.
 - d. Become proficient on Survey123 in order to assist regions on data entry as needed. Coordinate with SSGN data team to present training for volunteers in learning the new system. Help monitor data input records to ensure strict adherence to protocol and quality output. Ensure that all data is entered in a timely (weekly) manner.
 - e. Maintain the web site: www.pigeonguillemot.org with current announcements, training information, and other fresh content.
 - f. Respond to urgent problems within 24 hours and other inquiries in a timely manner.
2. Conduct outreach to educate and engage the public and promote volunteer recruitment via talks, video presentations, and other social media as requested. Estimated effort: 15%
 - a. Organize and host an end-of-season event via Zoom.
 - b. Respond to inquiries from broader community.

3. Respond to requests for information from new sites with potential guillemot populations and coordinate as needed in the development of any new surveys. Estimated effort: 10%

Deliverables:

1. Monthly reports to coordinating team on progress of scope of work
2. Recommendations on increasing involvement of community scientists.
3. Submit end-of-season report summarizing recommendations and effectiveness of 2023 guillemot breeding survey.
4. Coordinate with all regions to ensure data entry and quality control are complete by end of September.