

River Otters of South Florida: Volunteering in Otter Research and Otter Education Programming

Priority # 1 Volunteer Positions and Job Descriptions

TO BE FILLED IMMEDIATELY

If the Position is marked with an asterisk (*) the job description is complete and can be viewed below.

*Otter Spotter
*Junior Otter Spotter I
*Junior Otter Spotter II
*Otter Spotter Captain
*Otter Information Surveyor
Otter Spotter Recruiter
Otter Spotter Trainer
Otter Spotter Newsletter Editor
*Otter Volunteer Directory Editor
*Otter Science Volunteer
(Otter Roadway Mortality Recovery)

*Otter Information Distributor
Otter Volunteer Meeting Manager
Otter Volunteer Recruiter
*Otter Website Assistant
*Otter Website Mapping Manager
*Drone Pilot
*Otter Lecturer I
*Otter Lecturer II

*Otter Science Volunteer
(Otter Necropsy Assistant)

PLEASE CONTINUE AS THE VOLUNTEER JOB DESCRIPTIONS THAT ARE WRITTEN ARE LISTED BELOW

**River Otters of South Florida Volunteer: Otter Research and Education Programing
VOLUNTEER JOB DESCRIPTION**

Name of Position: Otter Spotter

Job Description: An Otter Spotter is an observer and recorder of river otter presence and activity. The observer conducts this activity primarily in gated and other planned residential communities. This activity also includes all areas in south Florida where river otters may be present.

Required Skills and Abilities:

- Knows how to or can learn how to use binoculars
- Must be able to maintain written records of observations made on otters and transcribe this information onto a form entitled "Otter Observation Record Sheet" (to be provided)
- Has basic computer skills and can: send and receive emails, download emails and email attachments and print attachments
- Is willing to work with minimal supervision
- Is willing to accept direction regarding how to perform the responsibilities of the Otter Spotter
- Is willing to ask questions of individuals who may have observed river otters and take notes on what the contact has observed
- Is willing to take notes on any river otter deaths observed either on or near a roadway or any other location and notify the appropriate individual for the recovery of the dead otter(s).
- It would be beneficial, but not necessary, to be able to compose documents using either Microsoft "Word" or Mac "Pages" word processing software

Equipment and Supplies Needed:

- Must have access to a pair of binoculars (you would probably prefer a 50 power pair)
- Must have access to a photocopy machine and paper
- Should have access to a computer and printer
- Should have a "Smart Phone"
- It would be beneficial to have access to a standard digital camera other than a digital cellphone camera

CONTINUE TO NEXT JOB DESCRIPTION

River Otters of South Florida: Otter Research and Otter Education Programing VOLUNTEER JOB DESCRIPTION

Name of Position: Junior Otter Spotter I

Job Description: A Junior Otter Spotter I (JOS I), like an Otter Spotter (OS), is also an observer and recorder of river otter presence and activity. The JOS I Investigates areas near his/her residence for the presence of river otters and records their otter observations on an "Otter Observation Record Sheet". This also includes any otter observation made away from the primary area(s) where the JOS I is making observations. Depending upon the situation and needs of the JOS I the activities of the JOS I are guided by any or all the following individuals: Otter Spotter (OS) and Otter Spotter Captain (OSC). The JOS I will work with other JOS I's and help each other develop a comprehensive description of otter presence and activity in the areas they are making their otter observations. The JOS I will also keep records of any otters they observe outside the primary areas in which they are making their observations. This could include any otter(s) found dead on or alongside a roadway or any other location where a dead otter is observed. The JOS I is to complete an online River Otter Roadway Mortality Report any time a roadway mortality sighting is observed (look in Otter Sightings/River Otters Mortality Sightings in South Florida/Form to Report River Otter Roadway Mortality in the State of Florida). Should an otter roadway mortality be observed the JOS I will contact the Otter Science Volunteer (Otter Roadway Mortality Recovery) individual(s) responsible for the collection of the carcasses of an otter roadway mortality (a means of contacting these individuals will be provided).

Required Skills and Abilities:

- Is a good listener
- Can accept direction regarding how to perform the responsibilities of the Otter Spotter
- Can work with minimal supervision
- Can work with minimal supervision
- Can ask questions of individuals who may have observed river otters and take notes on what the contact has observed
- Can take notes on any river otter deaths observed either on or near a roadway or any other location and notify the appropriate individual for the recovery of the dead otter(s).
- Knows how to or can learn how to use binoculars
- Must be able to maintain written records of observations made on otters and transcribe this information onto a form entitled "Otter Observation Record Sheet" (to be provided)
- It would be of value to have basic computer skills and can: send and receive emails, download emails and email attachments and print attachments

Equipment and Supplies Needed:

- Must have access to a pair of binoculars (you would probably prefer a 50 power pair)
- It would be of value to have access to a computer and printer
- It would be of value to have access to a photocopy machine and paper
- It would be of value to have access to digital camera other than one on a cellphone
- Should have a "Smart Phone"
- It would be of value to have access to a standard digital camera other than a digital cellphone camera

River Otters of South Florida: Research and Education Programing

VOLUNTEER JOB DESCRIPTION

Note: This is a student volunteer opportunity for Middle School students (6-8) and is directly related to an education program to be developed for two Collier and two Lee county middles schools about river otters.

Name of Position: **Junior Otter Spotter II** (education programming)

Job Description: A Junior Otter Spotter II (JOS II), like an Otter Spotter (OS), is also an observer and recorder of river otter presence and activity. The JOS II Investigates areas near his/her residence for the presence of river otters and records their otter observations on an "Otter Observation Record Sheet". This also includes any otter observation made away from the primary area(s) where the JOS II is making observations. Depending upon the situation and needs of the JOS II the activities of the JOS II are guided by any or all the following individuals: Otter Spotter (OS), Otter Spotter Captain (OSC), and/or the Otter Docent (Middle School Junior Otter Spotters) Supervisor. The JOS II will work with other JOS II's and help each other develop a comprehensive description of otter presence and activity in the areas they are making their otter observations. The JOS II will also keep records of any otters they observe outside the primary areas in which they are making their observations. This could include any otter(s) found dead on or alongside a roadway or any other location where a dead otter is observed. Florida/Form to Report River Otter Roadway Mortality in the State of Florida). Should an otter roadway mortality be observed the JOS II will contact the Otter Science Volunteer (Otter Roadway Mortality Recovery) individual(s) responsible for the collection of the carcasses of an otter roadway mortality (a way to contact this individual(s) will be provided).

Required Skills and Abilities:

- Is a good listener
- Can accept direction regarding how to perform the responsibilities of the Junior Otter Spotter II
- Can work with minimal supervision
- Can ask questions of individuals who may have observed river otters and take notes on what the contact has observed
- Can take notes on any river otter deaths observed either on or near a roadway or any other location and notify the appropriate individual for the recovery of the dead otter(s).
- Knows how to or can learn how to use binoculars
- Must be able to maintain written records of observations made on otters and transcribe this information onto a form entitled "Otter Observation Record Sheet" (to be provided)
- It would be of value to have basic computer skills and can: send and receive emails, download emails and email attachments and print attachments

Equipment and Supplies Needed:

- Must have access to a pair of binoculars (you would probably prefer a 50 power pair)
- Should have a "Smart Phone"
- It would be of value to have access to a computer and printer
- It would be of value to have access to digital camera other than one on a cellphone

**River Otters of South Florida: Otter Research and Otter Education Programing
VOLUNTEER JOB DESCRIPTION**

Name of Position: Otter Spotter Captain

Job Description: The Otter Spotter Captain(OSC) is also an active Otter Spotter (OS). An OSC aides several OS's, and possibly Junior Otter Spotters (JOS's), in their performance of observing and recording river otter activities, meets with other OSC's to discuss the activities and progress of the OS's they oversee, and works with other OSC's to refine the role of OS's. The OSC has is to have the same Skills and Abilities of an OS, plus those additional Skills and Abilities listed below, and must have the same Equipment and Supplies as Needed by an OS.

Required Skills and Abilities (the same as an Otter Spotter):

- Knows how to or can learn how to use binoculars
- Must be able to maintain written records of observations made on otters and transcribe this information onto a form entitled "Otter Observation Record Sheet" (to be provided)
- Has basic computer skills and can: send and receive emails, download emails and email attachments and print attachments
- Is willing to work with minimal supervision
- Is willing to accept direction regarding how to perform the responsibilities of the Otter Spotter
- Is willing to ask questions of individuals who may have observed river otters and take notes on what the contact has observed
- Is willing to take notes on any river otter deaths observed either on or near a roadway or any other location and notify the appropriate individual for the recovery of the dead otter(s).
- It would be beneficial, but not necessary, to be able to compose documents using either Microsoft "Word" or Mac "Pages" word processing software

Additional Skills and Abilities Required:

- Must have a valid driver's license
- Is capable of supervising volunteers
- Is willing to travel between locations where Otter Spotters, under your supervision, are volunteering
- Is willing to attend a one hour volunteer meeting per month
- Is willing to incur expenses of travelling to sites where Otter Spotters or other Otter Spotter Captains are volunteering

Equipment and Supplies Needed:

- Must have access to a pair of binoculars (you would probably prefer a 50 power pair)
- Must have access to a photocopy machine and paper
- Should have access to a computer and printer
- Should have a "Smart Phone"
- It would be of value to have access to a standard digital camera other than a digital cellphone camera

River Otters of South Florida: Otter Research and Otter Education Programing
VOLUNTEER JOB DESCRIPTION

Title of Position: Otter Information Surveyor

Job Description: Conducts phone or direct contact surveys to gather repetitive information from gated communities and golf courses that is relevant to otter presence and activities in these residential and recreational areas. Conducts Door-to-Door surveys of residents, where permitted, requesting information about river otter presence and activities they may have observed. Compiles information from surveys into a database. Works independently or with others to enter survey information into database

Required Skills and Abilities:

- Must be familiar with applications Microsoft Excel and Word
- Must be able to enter data into a database
- Must be able to create and send and open and print emails
- Must have good verbal and written communication skills
- Must be able to work well with contact individuals.
- Must be able to work independently with limited supervision.
- Must be willing to ask questions about volunteer-related issues.
- Must be able to accept training and direction related to volunteer work issues
- Must be willing to use own vehicle and incur expenses for travelling to survey community residents and managers and golf course managers.

Equipment and Supplies Needed:

- Must have access to a computer and printer
- Must have access to a photocopy machine and paper
- Must have a "Smart Phone"

River Otters of South Florida: Otter Research and Otter Education Programing
VOLUNTEER JOB DESCRIPTION

Name of Position: Otter Volunteer Directory Editor

Job Description: Develops and manages a directory of all volunteers in the River Otters of South Florida: Otter Research and Otter Education Programing activities to include:

- Keeping track of the volunteers' names, addresses, phone numbers, email addresses, and in which volunteer activities they participate and date they first became a volunteer. The complete names and contact information of the minors (Junior Otter Spotters I and II) is NOT to be published in the directory. The name of the minor to only include the first name and the first letter of the last name
- Compiling the Directory and making it available for printing by others
- Distributing the printed Directory to all volunteers at monthly volunteer meetings

Required Skills and Abilities:

- Must be able to use Microsoft Word and possibly Excel or comparable Mac software to generate documents
- Must be able to convert a document developed in Mac software to a Microsoft document

Equipment and Supplies Needed:

- Must have access to a computer and printer
- Must have access to a photocopy machine and paper

River Otters of South Florida: Otter Research and Otter Education Programing
VOLUNTEER JOB DESCRIPTION

Name of Position: River Otter Website Assistant

Job Description: Assists with the development, revision, and management of the River Otters of South Florida (ROSF) website involving:

- Data and information entry
- Downloading, summarizing, and interpreting of data and information
- Oversees and/or records River Otters of South Florida (ROSF) website data entry of river otter sightings and roadway mortality sightings
- Assists with ROSF website to include adding and editing topic specific information written by the Website Author, volunteer(s), or others
- Routinely reviews website for errors and omissions and reports them to Website Author for action to be taken
- Assists Webmaster or Website Author with website issues

Required Skills and Abilities:

- is a good listener
- Is very knowledgeable of website hosting and software to create websites in particular, DreamWeaver
- Can easily instruct the Website Author, Webmaster, or others contributing information to the website on how to work with the website software -DreamWeaver
- Has knowledge of how maps are created for and installed on websites
- Has knowledge of how markers, that show a subject's locations and information about the location marker, are installed in a website
- Is willing to work with the Otter Website Mapping Manager to ensure location marker installation and information is accurate
- Must live in western Collier or Lee and be accessible to meet with the website Author on as needed basis
- Is willing to travel to Florida Gulf Coast University or to a location that is more a convenient for both parties to meet

Equipment and Supplies Needed:

- Requires access to a computer and access to the website

River Otters of South Florida: Otter Research and Otter Education Programing
VOLUNTEER JOB DESCRIPTION

Name of Position: Otter Website Mapping Manager

Job Description: Creates, installs, and manages maps in the River Otters of South Florida website to include:

- Installing appropriate website maps onto the River Otters of South Florida website
- Entering information from completed forms sent to the River Otters of South Florida website regarding River Otter Attacks on People and Pets, River Otter Roadway Mortality locations in Florida, and River Otter Sightings in South Florida
- Assists in interpreting data and information from maps
- Assisting Webmaster or Website Manager with website map issues
- Routinely reviewing website maps for errors and omissions and reports them to Website Author for action to be taken

Required Skills and Abilities:

- Is a good listener
- Is very knowledgeable of website mapping installation and management
- Is very knowledgeable of software for creating websites in particular, DreamWeaver
- Is very knowledgeable of how markers, that show a subject's location and information about the location marker, are installed in and managed on a website
- Is willing to work with Website Author, Web Master, and River Otter Website Assistant to ensure location marker installation and information is accurate
- Must live in western Collier or Lee County and be accessible to meet Website Author on as needed basis
- Is willing to travel to Florida Gulf Coast university or to a location that is more convenient for both parties to meet

Equipment and Supplies Needed:

- Requires access to a computer and access to the website

River Otters of South Florida: Otter Research and Otter Education Programing
VOLUNTEER JOB DESCRIPTION

Name of Position: Otter Information Distributor

Job Description: Receives and compiles otter information personally gathered or received from an Otter Information Surveyor. Enters this information into a database. Creates posters and flyers from information in the database. "Posts" or distributes this information at assigned and approved locations (locations where this activity permitted) and to various individuals.

Required Skills and Abilities:

- Must be able to work with limited supervision
- Must be knowledgeable of computer operation and software with regard to creating poster or flyers
- Must be knowledgeable of how to use Microsoft Windows and Excel or a comparable Apple softwares.
- Experience with Adobe PhotoShop and Adobe DreamWeaver would be of value
- Must be knowledgeable of how to and can produce (print) posters or flyers or place the flyer/poster information on a portable storage devise (e.g. jump drive) to be printed elsewhere
- Must be able to produce two colored copies of either a poster or flyer
- It would be of value to have familiarity with the software (particularly DreamWeaver) used create website information
- Would be willing to assist with editing and creating information for the River Otters of South Florida website

Equipment and Supplies Needed:

- Must have a computer and access to a black and white and/or a colored printer
- Must have necessary software to create and produce posters and flyers.

River Otters of South Florida Volunteer: Otter Research and Education Programing
VOLUNTEER JOB DESCRIPTION

Name of Position: Drone Pilot

Job Description: Pilots and maintains a river otter researcher's drone. Controls drone flight pattern(s) and records precise GPS locations (longitude and latitude) and takes photographs and/or videos of locations of coastal marine otters used in a research investigation of the presence and activities of river otters in Pine Island Sound, Lee county, Florida

Special Requirement: -Should the volunteer be a minor or female the volunteer is to locate an adult companion and have this companion accompany the volunteer while working with the researcher on a research vessel

Required Skills and Abilities:

- Must have reliable experience with the control of takeoff, flight, the landing of a drone and be able to land a drone on a 4ft. x 4ft. platform aboard a boat at rest in the water
- Must know how to repair and or replace damaged parts on a drone to keep the drone continually operational
- Must be familiar with use of airborne cameras and GPS programs used on drones and be able to apply this knowledge to define GPS locations (latitude and longitude) and take photographs
- Must be willing and able to demonstrate, on land, his/her skills & abilities to control the takeoff, flight, and landing of the drone on a 4ft. x 4ft. platform and the use of the drone's GPS program and photography capabilities
- Must be willing to teach the river otter researcher how to operate the drone and its GPS program and photography capabilities
- Must not suffer from seasickness or motion sickness
- Must be willing to spend a 4 hour session twice a week (total of 8 hours) for six to eight weeks conducting drone operations with researcher aboard his research vessel. Research activities are weather dependent and researcher will coordinate drone research activities with Drone Pilot
- Must be willing to drive to a predetermined location on Sanibel Island and meet the researcher. Sanibel Island is located on the west side of Pine Island Sound and Pine Island Sound is located on west side of Pine Island
- Is willing to use own vehicle to travel to Sanibel Island and to incur the expense to drive to and from Sanibel Island

Equipment and Supplies Needed:

- Must have a valid driver's license
- Must have cellphone to communicate with researcher
- Does not require having a life preserver as this will be provided by the researcher
- Must provide own foul weather gear, sun protective clothing and sunglasses, food & drinks

River Otters of South Florida: Otter Research and Otter Education Programing
VOLUNTEER JOB DESCRIPTION

Position Title: Otter Lecturer I (Community Outreach)

Job Description: Presents otter education information programs (lectures) to community organizations, such as Home Owners Associations, wildlife associated organizations, businesses, and special interest groups and helps develop, write, and edit educational information for this program

Skills and Abilities:

- Works well with adults and others
- Knows how to operate or can learn to operate an overhead digital projector
- Has experience and feels comfortable talking with and presenting information to groups
- Is willing learn how to and practice public speaking
- Is willing accompany and observe how other Otter Lecturer I's present community outreach education programs about river otters
- Prior to presenting one's first program, is willing to present this program to someone overseeing the quality of river otter education program presentations.
- Is able to accept comments on the quality of the program presented
- Has good writing, organizational, and computer skills
- Is familiar with Microsoft Word software and can apply this skill for development, writing, and editing of river otter information programs (lectures)
- Can work without supervision

Requirements:

- Has valid Florida driver's license
- Can volunteer 2 or more hours per week (Monday-Friday and possibly Saturday)
- Is willing to attend one, one hour monthly evening meeting concerning volunteerism associated with river otters
- Is willing to use personal vehicle to travel to and from locations where a volunteer program(s) is presented
- Is willing to incur cost of gas for the personal vehicle used to travel to present education programs
- Must be in good health and mobile without assistance (this may change to accommodate persons with handicaps)
- Must be capable of lifting and carrying 25 pounds of equipment

It is preferred the volunteer is a fulltime resident of the southwest Florida cities of: Ft. Myers, Ft. Myers Beach, San Carlos Park, Estero, Bonita Springs, or Naples. However, seasonal Florida residents may apply for this position provided they can meet the previously mentioned Skills and Abilities and Requirements criteria.

River Otters of South Florida: Otter Research and Otter Education Programing VOLUNTEER JOB DESCRIPTION

Position Title: Otter Lecturer II (School Outreach)

Job Description: Presents otter education information programs to middle school and high school students and helps develop, write, and edit educational information for this program

Required Skills and Abilities:

- Knows how to operate or can learn to operate an overhead digital projector
- Has good organization skills
- Works well with school-age children, teachers, adults, and others
- Has experience and feels comfortable talking with and presenting information to groups
- Is willing learn how to and practice public speaking
- Is willing accompany and observe how other Otter Lecturer I's present community outreach education programs about river otters
- Prior to presenting one's first program, is willing to present this program to someone overseeing the quality of river otter education program presentations.
- Is able to accept comments on the quality of the program presented
- Has good writing, organizational, and computer skills
- Has good computer skills
- Is familiar with Microsoft Word software and can apply this skill for development, writing, and editing of river otter educational information programs (lectures)
- Can work without supervision
- Supervisory skills would be of value

Requirements:

- Has valid Florida driver's license
- Can volunteer 4 or more hours per week (Monday-Friday)
- Is willing to attend one, one hour evening meeting concerning volunteerism associated with river otters
- Is willing to use personal vehicle to travel to and from locations where a volunteer program(s) is presented
- Is willing to incur cost of gas for the personal vehicle used to travel to present education programs
- Must be in good health and mobile without assistance (this may change to accommodate persons with handicaps)
- Must be capable of lifting and carrying 25 pounds of equipment

It is preferred the volunteer is a fulltime resident of the southwest Florida cities of: Ft. Myers, Ft. Myers Beach, San Carlos Park, Estero, Bonita Springs, or Naples. However, seasonal Florida residents may apply for this position provided they can meet the previously mentioned Skills and Abilities and Requirements criteria.

River Otters of South Florida: Otter Research and Education Programing
VOLUNTEER JOB DESCRIPTION

Name of Position: Otter Science Volunteer (Otter Roadway Mortality Recovery)

Job Description: Picks up otter carcasses from roadways and areas adjacent to roadways upon notification by a designated person, Volunteer also delivers carcass(s) to the researcher or meets the researcher at a mutually agreed upon and predetermined location

Required Skills and Abilities:

- Must be able to safely drive at night
- Must be able safely park personal vehicle and safely exit or enter the vehicle and collect the otter roadway mortality and return carcass to and store the carcass in the vehicle

Equipment and Supplies Needed:

- Must have a valid driver's license
- Must have a cellphone
- Supplies to safely recover and transport carcasses of otter roadway mortalities will be provided and replaced as needed. These will include two roadway warning cones to identify the presence of your vehicle, protective gloves for handling carcasses, plastic bags to transport carcasses, and labels to identify carcasses. Written procedures on how to safely handle carcasses and safely use a personal vehicle will be provided.

River Otters of South Florida: Otter Research and Education Programing
VOLUNTEER JOB DESCRIPTION

Name of Position: Otter Science Volunteer (Otter Necropsy Assistant)

Job Description: Assists river otter researcher in performance of necropsies on river otters and other vertebrates (fish, amphibians, reptiles, and birds). Helps with record keeping of necropsies. Handles preservation solution (95 % Ethyl alcohol) and mixes alcohol and water to appropriate percentage levels and places liquid in appropriate containers. Places anatomical parts in storage containers, containing appropriate preservation liquids, and labels containers with information relative to the specimen's identity and animal anatomical parts in the storage container. May be required to filter otter feces and other materials, recovered from otter or other vertebrate intestinal tracks, and assist in identifying the origin of the collected samples. Assists in preserving and labelling collected samples

Required Skills and Abilities:

- Is a good listener
- Does not get sick, suffer from nausea, or become emotionally upset when seeing dead animals or animal parts
- Can easily follow verbal and written instructions
- Must always wear appropriate personal protective clothing(PPC) and some is provided. Procedures for wearing PPC will be provided and must always be followed.
- Is familiar with or is willing to learn about sanitary practices involving handling of dead animals and animal anatomical parts

Equipment and Supplies Needed: None needed

