



JOB VACANCY

Position: Site Manager
Station: Half Moon Caye
Employment Type: Full Time

The Site Manager will be responsible for the management of the day to day operations at Half Moon Caye Natural Monument (HMCNM) and Blue Hole Natural Monument (BHNM) which includes; Visitor Management, Maintenance and upkeep of site, Patrol and Enforcement, Bio-diversity Research and Monitoring and Environmental Education.

Organization

The Belize Audubon Society cares for national lands in areas designated as national parks, wildlife sanctuaries and natural monuments, all of which represent the richest land and marine environments in Belize, with critical habitat for a plethora of both terrestrial and marine flora and fauna.

Location

Both the Blue Hole Natural Monument and Half Moon Caye Natural Monument are located near the Lighthouse Reef Atoll, which is located 55 miles east of Belize City.

Responsibilities

- ✓ Be familiar with BAS' Strategic Plan, Research Agenda, National Protected Areas System Act, Fisheries Act, Ancient Monument and Antiquities Act and Environmental Education Program
- ✓ Be familiar with BAS' Policy and Operations Manual and ensure that policies are adhered to
- ✓ Prepare daily work plans and direct park personnel, interns, volunteers, researchers and relevant enforcement partners to ensure proper implementation of management activities and projects. Preparation of bi-weekly and quarterly staff schedules
- ✓ Coordinate and participate in scheduled and unscheduled surveillance and enforcement patrols within Half Moon Caye Natural monument and Blue Hole Natural Monument,
- ✓ Manage and participate with the daily maintenance of all buildings, structures, tools and equipment at Half Moon Natural Monument and Blue Hole Natural Monument
- ✓ Responsible for the upkeep of the trails, grounds, signs, mooring and separation of buoys within the parks.
- ✓ Ensure that the boats and equipment are being utilized in accordance with BAS' Policy
- ✓ Document all daily patrol activities using the Spatial Monitoring and Reporting Tool (SMART), and update all relevant log books, and database as may deemed necessary
- ✓ Manage and oversee the site's gift shop
- ✓ Document news worthy stories on a monthly basis for publicity and education
- ✓ Liaise with the Conservation Director on a monthly basis to be kept abreast of the Bio-diversity Research and Monitoring activities conducted within LHRA

Qualifications and Experience

- ✓ Bachelor's degree in Natural Resource or Tourism Management or equivalent
- ✓ At least 3 years experience in site management or equivalent
- ✓ Excellent writing skills
- ✓ Computer literate
- ✓ Experience in a marine environment
- ✓ Knowledge on how to use Global Positioning System (GPS) and compass
- ✓ Willing to reside in remote settings
- ✓ Self motivated individual

Assets

- ✓ Knowledge in navigating in the lighthouse Reef Atoll
- ✓ Versed in basic outboard engine maintenance

Other

- ✓ A valid Belize Boat Master's license Class A or Class A2

Beginning Salary Range: Negotiable based on qualification and experience

Send your curriculum vitae with two letters of reference and copies of any relevant certifications to:

Contact: Human Resource Coordinator

Address: 16 Taiwan Street
Belize City, Belize

Email: hrcoordinator@belizeaudubon.org

Only shortlisted candidates will be contacted

Closing Date: August 10th, 2018