

APPENDIX A

Clemons Pond Association Water Quality Monitor

The water quality monitor is responsible for monitoring water quality in Clemons Pond and reporting this data to responsible organizations/agencies.

Required skills/training

1. Interest in lake ecology/limnology and commitment to preserving the quality of Clemons Pond and its watershed.
2. Initial 1 day training seminar at Maine Volunteer Lakes Monitoring headquarters to learn procedures involved in water quality testing (secchi depth measurements of water clarity, surface sample collection for phosphorus testing and dissolved oxygen testing by DO meter).
3. Annual on the water recertification for DO testing with Maine DEP biologist.
4. Annual on line recertification for secchi depth testing.

Duties and Responsibilities

1. Every other week water quality testing (secchi depth and oxygen saturation profile) early May through late October.
2. Logging data on DEP forms and submitting forms twice during the season to VLMP regional coordinator.
3. Obtaining two surface water samples mid and late summer to submit to Univ. of Maine Sawyer Environmental lab for total phosphorus testing.
4. Obtaining water samples as required on occasion by Maine DEP for supplemental testing.
5. Reviewing annual Lakes report and Clemons Pond water quality data summary provided by VLMP and Maine DEP each spring.
6. Maintaining testing equipment.

Clemons Pond Association Webmaster

The Webmaster implements web pages, maintains content and oversees day-to-day management of the pond association website, and assures quality and integrity of web pages.

Required Skills/Attributes

1. Proven Website Management experience.
2. You will have strong web design skills, which will include the ability to edit HTML and JavaScript skills.
3. A flexible attitude with proven experience of working in a small team.
4. Excellent communication skills and attention to detail.

Duties and Responsibilities

1. Responsible for the design of the pond association web pages, including graphics, animation and functionality.
2. To maintain and monitor web page infrastructure, content, web server and site technical performance for accuracy and relevance.
3. Work closely with the Pond Association Board of Directors to set and ensure the site maintains a neutral and objective view to all information and commentary placed on the site.
4. Must ensure the all content, images, and links (in and outbound) are appropriate for the spirit of the website and not contain any damaging or explicit content that would offend any member of the Pond Association.
5. Must maintain registration and fee for clemonspond.com domain name. (fee to be reimbursed by the Pond Association).
6. Ensure regular communication and email contact with Board of Directors and act as main point of contact.