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## BEACH PROFILING VOLUNTEER AND STAFF POSITION DESCRIPTIONS

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Beach profiling could not happen without volunteers. Here is a list of all program participants, both volunteers and staff.

### **Volunteer: Monthly Monitors**

- Purpose:** To collect beach profile data approximately every four weeks.
- General responsibilities:**
- Help with beach profiling every four weeks
  - Collect occasional extra profiles as available (~ 3-4 times/year)
  - Attend occasional profiling meetings and professional development if possible (~ 2 times/year)
  - Stay in contact with beach profiling team and staff

### **Volunteer: Substitute Monitors**

- Purpose:** To assist with data collection, as available, when a regular profiler must miss a planned session, or when we need extra help to collect extra data on relatively short notice to capture the impact after a major storm.
- General responsibilities:**
- Receive training in beach profiling methods
  - Serve on an email list and agree to be notified when the NH Beach Profile Program is seeking extra volunteers
  - Help out with profiling as needed and as your schedule allows

### **Staff: Program Coordinators**

- Purpose:** To oversee the operation of volunteer beach profiling, including training, recruiting, and assisting volunteers, and sharing data and results with volunteers as it becomes available.
- General responsibilities:**
- Training all volunteer teams and providing follow-up support.
  - Maintaining regular email communication with volunteer teams.
  - Providing supplies, parking reimbursement as needed, etc.

### **Staff: Additional Collaborators**

The NH Beach Profiling Program is a collaboration between many scientists, coastal research managers and more. We work with geologists at the University of New Hampshire Center for Coastal and Ocean Mapping; geologists at the New Hampshire Geological Survey; coastal scientists at the New Hampshire Coastal Program; and more. Each of these programs play a different role in analyzing the beach profile data and supporting the program.

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## BEACH PROFILING VOLUNTEER ROLES

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The beach profiling method works best when each volunteer in the team of three (or four) serves a different role. You can have each team member take on the same role every month, or you can switch roles each month so that all volunteers get experience with each position; it is up to you how you'd like to organize your efforts as a team. We do suggest that during any given profile session, a separate person serves each of the following functions. These functions are referenced in the "Beach Profiling Method" portion of this binder.

### Volunteer 1

Volunteer 1 is responsible for measuring the elevation change each "jump" during a profile. S/he holds Rod 1 (the landward rod), and is responsible for sighting the horizon with the top of the highest rod and noting the measurement on the other rod during each "jump," and reading this data point out loud so that the data recorder can write it down.

### Volunteer 2

Volunteer 2 is responsible for maintaining the beach profile transect line and the team moves and collects measurements from the dune/seawall to the water. S/he holds Rod 2. Whenever the team is ready to move a "jump" down the beach to begin the next measurement, Volunteer 2 uses the team's two back objects to ensure that they do not stray from the profile transect line.

### Volunteer 3

Volunteer 3 is responsible for recording the data, taking photographs, and making sure that Volunteers 1 and 2 hold their profiling rods straight and perpendicular to the ground when taking measurements. Volunteer 3 does not hold a profile rod; instead, s/he carries the clipboard and data sheet and records measurements as Volunteer 1 reads them out loud. S/he also takes a series of photographs at specific locations each profiling session (see the "Photo Guidelines" portion of this binder for more detail).

### Volunteer 4

Most profiling teams have three members. However, occasionally scheduling logistics may necessitate a team of four. In this case, Volunteer 3's duties should be divided so that one volunteer is responsible for the data sheet, and the other volunteer is responsible for taking photographs. Both volunteers can help make sure that Volunteers 1 and 2 hold their profiling rods straight.

### Data Entry

One volunteer should be assigned to submit data and photographs after each profiling session; this can be any of the volunteers on a team. The only requirement is that they have internet access. Because Volunteer 3 will have the data and photographs after each profiling session, it might make most sense for Volunteer 3 to submit the data and photographs, but that is not necessary.

**Equipment Storage**

One of the volunteers should be responsible for storing the beach profiling binder and equipment, and for bringing it to each profiling session. This could be any of the team members.

**“Team Leader”**

It may be helpful for some teams to assign a “team leader” who will take initiative to coordinate scheduling. This volunteer would start scheduling conversations, make sure that any conflicts are noted early, and take initiative to work with the staff program coordinator to find substitute profilers if necessary. Some teams might prefer not to have a volunteer serve in this position; it is up to you how you’d like to coordinate your volunteer efforts.