



**Picton Dawn Chorus**  
*Restoring our native birdlife together.*

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## **Garden Trapping Coordinator - Job Description**

### SCHEDULE

Start Date:

Position Title: Garden Trapping Coordinator for Picton Dawn Chorus (PDC)

Reports To: PDC's General Manager (Pip Macfarlane)

Coordinates With: Garden Trapping Working Group, Project Leader and Volunteer Coordinator.

The services encompass the following job functions:

- Description: Works within the Picton and Waikawa urban areas to ensure a high density of predator trapping.
- Planning
  - mapping trap placement positions.
  - maintaining adequate trapping stock for shop sales.
  - liaising, as necessary, with landowners within the postcode 7220 area, and obtaining suitable permissions and permits
  - sourcing suitable volunteers and employees as required for Garden Trapping activities.
- Maintenance
  - offering a service to householders and/or gardeners who wish to trap but are unable to maintain the traps themselves
  - ensuring householders have a high level of confidence in the integrity of any visiting PDC representative, knowing their privacy and property will be respected at all time
  - ensuring a detailed history of the trapping results is maintained, allowing for the analysis of catch data from, and presenting the catch analysis to the GM
  - ensure trap conditions are maintained by regular surveys with owners and trappers
- General
  - Arrange and lead all Garden Trapping Working Group meetings
  - promoting garden trapping in the town
  - liaising with garden trappers.
  - reporting each month to the GM.
  - participating in the annual review of the field health and safety policy.
  - providing advice or input for grant applications and sponsorship opportunities.
  - providing advice or input to communications activities including newsletters, social media, website, and public presentations and functions.

Potential For Amendment: The parties acknowledge that this job description may be amended from time to time by mutual agreement, to reflect future PDC organisational change.

*Whakahou ngātahi tō tātau manu taketake.*