

# Michigan Bluebird Society

## County Coordinator – Description of Position and Responsibilities

### General Description:

County Coordinators are MBS volunteers who act as local resources and points-of-contact on questions/issues related to bluebirds from other MBS members, the press, civic groups, or the public at large.

### Qualifications:

County Coordinators must be members in good standing of the MBS and have a strong interest in helping other people learn more about bluebird conservation. Having some bluebird nesting box experience or being an active bluebird landlord would be the only other pre-requisite.

### Main Responsibilities:

Here are the minimum responsibilities that County Coordinators need to carry out:

1. Have an active phone number and email address that can be posted on the MBS website and in the newsletter so members know how to contact them.
2. Respond to all questions from members or the public in a timely manner. If they don't know the answer, it is expected they will refer the question to someone else in the organization.
3. Help (schedule and time allowing) with any MBS events being held in their counties.
4. Act as a contact for the local media in spreading the word about bluebird conservation.
5. Acquire and distribute MBS printed materials to any nature centers, wildlife areas, appropriate businesses, or state parks in their counties.
6. Contact existing members in their counties once a year to see if they have any questions or need any help.
7. Welcome new MBS members in their counties when they obtain the name from the Membership Director.
8. Work with the Monitoring Director to coordinate the collection of nesting data for their counties.
9. Assist with Nest Box Grant Applications/Projects through performing onsite surveys and potentially helping the grantees setting up the nest boxes and showing them how to monitor.
10. Assist MBS with any membership drives by helping publicize the group locally to find new members.

### Additional (Optional) Responsibilities:

- Identify bluebird trails in their local counties and determine if the trail owner is a) monitoring the boxes, 2) whether any help from MBS is required, and 3) work with MBS and the trail owner to provide expertise and/or help of some other kind.
- Install nesting boxes for members in their area.
- Do bluebird educational talks in their local areas.
- Find potential locations in their counties where MBS could help provide nesting boxes for bluebirds.

### Tools Provided to County Coordinators:

1. Personalized Business Cards
2. MBS Membership brochures
3. Educational handouts & articles provided in PDF or some other electronic form.

4. Powerpoint Slide Presentation
5. MBS member list for their county
6. Display materials like banners for use at events.
7. Assistance with running events
8. Training as needed on bluebird landlord and trail management basics.

Interested? Please contact Kurt Hagemester at [khagemester@michiganbluebirds.org](mailto:khagemester@michiganbluebirds.org) for more information.