



Vancouver Avian Research Centre

Research - Conservation - Education

# **VARC Station Manager**

## **Role & Duties**



**Above all else,  
the well-being of *every* bird  
is the top priority at *all* times!**

## STATION MANAGER ROLE

Fundamentally this role is to manage on site people and operations so that the Bander-in-charge (BIC) can focus on the safety and welfare of the birds. This could be the Scribe, Assistant Scribe or as a last resort a Bander (not Extractor) but it should not be the BIC. However, on days with visitors it should always be a separate person. Training will be provided in spring so that Managers are familiar with extractor, bander and ageing/sexing assessment levels as well as the duties they need to perform.

### Station Manager Duties

Set Up:

- ❖ Organize teams for net opening - make sure they take net tags
- ❖ Write up who is doing what on the white duties board
  - will be as per schedule – from WhenToHelp (may be last minute changes as issued by BIC)
- ❖ Make sure equipment in banding pagoda gets set up including tables, banding gear, net round board and timers, hand warmers, data binder, lap top, reference lap top for ageing/sexing etc.
- ❖ Make sure generator set up and radios charged and lap top plugged in ready for session
- ❖ Hand out radios to extraction teams and BIC
- ❖ Retrieve jump drive from person who took it home to back up retrap files – in computer bag

During Session:

- ❖ Be on top of net rounds and aware when timers sound for each round
- ❖ Watch trainees & new banders – they must ONLY do what they are allocated (i.e. extraction, banding or ageing/sexing) and they must stick to the required levels of supervision – see requirements posted in pagoda and VARC Volunteer Levels Assessment
  - BIC will help identify this and levels listed in pagoda
  - Extraction: A and B out with D level only, two C's together with radio with D to follow or on standby
  - Banding: A and B level banders to have bands checked and closely monitored by BIC, C monitored by BIC
  - Ageing/Sexing (may be different than banding level): A and B must be checked by BIC, C determination will be verified by BIC
- ❖ Monitor how long birds are being kept for visitors – make sure they are kept for show and tell but that bird safety and welfare is never compromised
  - BIC will help manage this
- ❖ Re-organize staff / volunteers if required (confer with BIC on this) based on volume of birds
- ❖ Make sure visitors not crowding the pagoda (best to stay on perimeter) to keep clear for banding operations and show and tell

Close:

- ❖ Ensure all nets have been closed by checking net tag board
- ❖ Ensure the scribe has completed all net hours, weather and personnel information on the Daily Activity sheet
- ❖ Do 'sightings' on the Bird Observation sheet before leaving
- ❖ Notify BIC at the end of the session if we need more data sheets, bags need cleaning or radios/computers need charging - help allocate these duties (usually to student techs who will be back for next banding session) - **\*IMPORTANT** – make sure to leave some bags, even if not perfectly clean, at the station in case bags are forgotten
- ❖ Ensure computer retrap file has been saved and backed up on a jump drive (located in computer bag). File name should be as follows:
  - "RETRAP ENTRY\_2018\_updated ####" The #### is the two-number month and two number day run together, not separated with anything (e.g. April 6 would be 0406)
- ❖ Assign person to take jump drive home and back up on VARC's Drop Box folder/send a copy to KEKE (will usually be KEKE but in lieu of those, can be any Station Manager or BIC)
- ❖ Ensure full banding data sheets taken home by KEKE or student tech who will be entering data - **\*VERY IMPORTANT** – make sure you or BIC photograph ALL data sheets going home for entry as a backup. Photos can be sent to KEKE.
- ❖ Ensure Daily Activity sheet taken by KEKE or student tech who will be entering data - **\*VERY IMPORTANT** - make sure you or BIC photograph both sides of completed sheet as a backup. Photos can be sent to KEKE.