

Town of Chebeague Island

COVID Coordinator

Primary Job Title: COVID Coordinator

Employment type: Temporary part time

Pay type: hourly

Pay range and rate: \$15/hour

Expected work hours: 2-6 hours/day; 5 days/week (From date of hire to Oct. 31, 2020)

Benefits: Not eligible

Purchasing: As approved by the Town Administrator

Nature of the Work

The COVID Coordinator coordinates programs, committees, and staff related to educating and supporting the community during the pandemic. The CC will manage the COVID Ambassador program. This position will work closely with the Communications Coordinator, Town Administrator, and CART Committee.

Job Responsibilities

The Position is responsible for the following:

- Train the COVID Ambassadors
- Supervise and direct COVID Ambassadors, including the weekly scheduling
- Order, track and disperse supplies and equipment related to the Keep Maine Healthy grant
- Prepare financial records for monthly reimbursement from the State
- Work with CART to support new and ongoing initiatives as approved by the TA and/or BOS
- Other activities as assigned by the Town Administrator

Requirements of the Work

- Good communication skills with various demographics
- Good organizational skills
- Able to work with the public in a positive manner
- Willing to take the lead on special projects and to initiate creative approaches to educate the public about the value of maintaining "Keep Maine Healthy" guidelines
- Able to maintain financial records

Employee Acknowledgement

I have read this job description and understand the duties, responsibilities, and expectations of this position. I also understand that this job description may be used during any review of my employment.

Employee Name: _____

Employee Signature: _____

Date: _____

Town of Chebeague Island

COVID Ambassador (3 positions)

Primary Job Title: COVID Ambassador

Employment type: Temporary part time

Pay type: hourly

Pay range and rate: \$13/hr.

Expected work hours: 4-6 hours/day, 4 days/week

From Date of Hire to: September 8, 2020 or October 30, 2020 depending on the assignment

Benefits: Not eligible

Nature of the Work

The COVID Ambassador is a congenial individual who educates and interacts with the public, as a positive role model to create an understanding of the importance of following the Keep Maine Healthy guidelines.

The goal of the COVID Ambassador program is to provide education and gentle reminders to the public to help keep the community safe. This position has no enforcement authority, but will report any issues to the COVID Coordinator and Town Administrator.

Job Responsibilities

The Ambassadors will be responsible for some or all of the following:

- Model and encourage wearing a mask and social distancing in public gathering places such as the wharves and Transfer Station
- Distribute approved educational materials and masks to the public
- Educate and encourage adherence to the "Keep Maine Healthy" guidelines
- Assist wharf crowd control and in the management of the transfer of freight, if necessary
- Supervise the playground and Volunteer Field during open hours; interact with adults and children in a positive manner; create and maintain a sanitation protocol for playground equipment
- Work with various age groups, community partners, businesses, municipal entities, and nonprofits, as requested and approved by the Covid Coordinator
- Other duties as may be assigned by the COVID Coordinator or Town Administrator

Requirements of the Work

- Must be 18 or over
- Must possess a valid driver's license
- Good communication skills with various demographics
- Able to work with the public in a positive manner
- Willing to work on special projects and creative approaches to educate the public about the value of maintaining "Keep Maine Healthy" guidelines.

Desirable Skills

Be familiar with and willing to use various social media platforms

Employee Acknowledgement

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Employee Name: _____

Employee Signature: _____

Date: _____

Town of Chebeague Island

COVID Communication Officer

Primary Job Title: COVID Communication Officer
Employment type: Temporary part time
Pay type: weekly From date of hire to October 30, 2020
Pay range and rate: \$400 a week (fee basis)
Benefits: Not eligible

Nature of the Work

The COVID Communications Officer is responsible for working closely with the Town Administrator to develop, design and distribute clear consistent messages to citizens and visitors that will help keep Chebeague Island safe during these summer and early fall months of the COVID-19 pandemic following the “Keep Maine Healthy” guidelines. Messages being proposed must meet the standards of the Centers for Disease Control and the State of Maine’s policy positions on COVID-19.

Job Responsibilities

The Position is responsible for the following:

- Developing key messages
- Proposing the most effective means for their release
- Arranging to distribute their release and distribution through the channels appropriate to Chebeague Island
- Assessing community response to these messages and modifying them as appropriate
- Preparing messages in a timely fashion under the tight demands of the State of Maine’s COVID-19 emergency response and the deadlines set by the Town Administrator as the emergency response coordinator.
- Ensuring that these messages can be released, maintained and archived with the systems that the Town of Chebeague has in place.

Requirements of the Work

- Outstanding verbal and written communication skills
- Capacity to work with all members of the public in a positive manner
- Experience working with a range of social media
- Established leadership skills in communication
- Capacity to work independently under tight deadlines
- Experience in public health desirable
- Expected to attend Meetings of the Board of Selectmen, and the Community Advisory Response Team for COVID-19.
- Serves ex officio on the communications team of the CART.

Employee Acknowledgement

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Employee Name: _____