



PO Box 231 North Conway, NH 03860-2310 603-356-2137 Fax: 603-356-0307

**Job Description:** Weather Observer

#### **Basic Function**

A Weather Observer's principal role is weather observation – the collection of hourly weather data at the summit of Mount Washington, New Hampshire. Assigned to one of two shifts, the Observer helps operate the remote weather station by rotating an eight (8) day on six (6) day off schedule, changing shifts on Wednesdays. Working holidays and weekends over scheduled shifts is required. An Observer reports directly to the Summit Operations Manager and additionally takes direction from the assigned Shift Leader. Responsibilities include helping to maintain the summit facility, providing hospitality to visitors and members, and the overall quality of our data gathering and dissemination. A secondary set of responsibilities is assigned based on open or needed integral roles (Education, Technology, Research, and Meteorology). This position indirectly assists many other departments and positions on and off the summit within the Observatory.

#### **Basic Responsibilities**

A Weather Observer is responsible for shift activities on the summit including, but not limited to:

- Obtain and record hourly weather observations to the National Weather Service
- Perform attentive quality checks on daily weather data
- Create and publish informative and detailed forecasts
- Disseminate current weather conditions through various means of communication
- Support all partner projects under the auspices of Summit operations as needed
- Interact professionally with scientific, educational, and other expert communities
- Converse with media, members, volunteers, and the public through all forms of communication
- Promote and partake in ongoing fundraising efforts
- Engage all summit trips and visitors accompanying them
- Assist in the training of new interns and staff in all aspects of operations
- Maintain and calibrate weather instrumentation and data systems
- Record weather data using written and digital forms, paper charts, and databases as appropriate
- Contribute to building upkeep through seasonal preparation, snow removal, and monitoring
- Ensure a clean, neat, and orderly facility and living space
- Write articles for the Observatory's bulletin, Windswept
- Competence in troubleshooting basic IT issues
- Work with other departments as needed

#### **Qualifications Required**

- Bachelor's Degree in Meteorology, or related field
- METAR certification within six months of acceptance of position. Failure to achieve certification in this period will result in termination
- Must be able to self-evacuate in adverse weather conditions
- Have ability to lift in excess of 50lbs, strength for shoveling, ability to climb stairs / ladders, and handle frequent exposure to combined high winds and low temperatures
- Serve as an Observatory ambassador in a mature, outgoing, neat, and well-groomed manor

### **Qualifications Desired**

- Proficiency with Python, MySQL, PHP, HTML, and basic JAVA coding
- Understanding of how computers and networks operate to facilitate troubleshooting

### **Knowledge, Skills and Abilities**

- Familiarity with social media communication and promotion
- Attention to detail in quality checks on observational data
- Strong Written and verbal communication skills
- Computer literacy and working knowledge of Microsoft operating system and suite
- Forecasting experience
- Experience delivering presentations to live audiences and in front of a camera
- Photo and video editing capabilities
- Comfortable in a group living environment
- First aid knowledge

### **Evaluation**

The performance of a Weather Observer will be evaluated in part by:

- Success of the overall summit's role in accomplishing organizational goals and tasks outlined in the Observatory mission statement and strategic plan.
- Individual role in meeting or exceeding goals directly influenced by responsibilities
- Timely and accurate hourly weather observations and reports
- Courteous and professional representation of the Observatory to members, volunteers, guests, media, and other organizations
- Completion of daily and assigned tasks in a timely fashion
- Upkeep and care of the summit facility, including work space, instrumentation, and living spaces
- Cooperation with other Observatory departments and staff
- Willingness to act as part of the summit and Observatory team as a whole
- Adherence to budgetary guidelines

### **Time and Compensation**

This position is considered an "exempt" position. While a standard shift week will be eight, twelve hour days with two hours of total breaks, additional hours or days may be required on a regular basis and the schedule will require flexibility. The Weather Observer is expected to rotate on and off shift on Wednesdays throughout the year. The Weather Observer will be sensitive to off shift communications and attendance in regards to special events, transportation changes, and emergencies. Compensation for the position includes a salary plus the standard Mount Washington Observatory benefit package.

### **Employee at Will**

The Weather Observer is an employee at will under the laws of the State of New Hampshire. This job description does not constitute an employment contract.



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**Job Description:** Addendum | Education Specialist

### **Basic Function**

The Education Specialist works on the summit and is responsible for providing educational outreach to the public through on-site and virtual educational programs, tours and media attention, as well as performing all duties of a Weather Observer. The Education Specialist collaborates on the planning, creation, promotion, and implementation of informative and engaging presentations. He/she is the most visible individual on the summit crew when on the mountain and is the “public face” of the Mount Washington Observatory. The Education Specialist reports directly to the Summit Operations Manager for weather observing duties and directly to the Director of Science & Education for education specialist-related tasks.

### **Basic Responsibilities**

The Education Specialist is responsible for, but not limited to:

- Acting as the principal contact and “on camera” personality for interactive presentations, as well as interacting with the media through audio and video interviews.
- Acting as the principal contact and guide for visitor tours of the Observatory. Such tours may be given to students, members, visiting meteorological professionals, educational program participants, visiting dignitaries, and others. The Education Specialist will train other staff and interns in tour presentation and content, and will be involved in promoting Observatory tours to a wider audience.
- Work with other summit staff members and other Observatory staff to plan, create, promote, implement, evaluate, and improve other educational presentations on Mount Washington, for either special groups or for the general public.
- From time to time, the Education Specialist may be asked to assist with educational program responsibilities off the summit at outreach or fundraising venues.
- Work closely with the Director of Science & Education to provide high quality distance learning programs via videoconference to schools, science centers and other organizations.

### **Qualifications Required**

- Bachelor’s Degree in Meteorology, or related field
- Prior experience in teaching, public speaking, and/or media communications.
- Excellent presentation skills
- Strong communication skills – verbal and written

### **Qualifications Desired**

- Understanding of computers, networks, audio and video software and hardware
- Ability to interact professionally with members, media, donors and others.

### **Additional Knowledge, Skills and Abilities**

- Outgoing and effective in conveying scientific knowledge to a variety of groups that vary significantly in both age and in scientific background.
- Familiarity with social media communication and promotion
- Computer literacy and working knowledge of Microsoft operating system and suite

- Experience delivering presentations to live audiences and in front of a camera
- Photo and video editing capabilities

### **Evaluation**

The performance of the Education Specialist will be evaluated in part by:

- Individual role in meeting or exceeding goals directly influenced by responsibilities
- Courteous and professional representation of the Observatory to members, volunteers, guests, media, and other organizations
- Completion of daily and assigned tasks in a timely fashion
- Upkeep and care of the summit facility, including work space, media equipment, and living spaces
- Cooperation with other Observatory departments and staff
- Adherence to budgetary guidelines
- Quality and quantity of programs developed and presented.

### **Time and Compensation**

This position is considered an “exempt” position. While a standard shift week is eight, twelve hour days with two hours of total breaks, additional hours or days may be required on a regular basis and the schedule will require flexibility. The Education Specialist is expected to rotate on and off shift on Wednesdays throughout the year. The Weather Observer will be sensitive to off shift communications and attendance in regards to special events, transportation changes, and emergencies. Compensation for the position includes a salary plus the standard Mount Washington Observatory benefit package.

### **Employee at Will**

The Education Specialist is an employee at will under the laws of the State of New Hampshire. This job description does not constitute an employment contract.