



Trap Monitoring Program Coordinator - Job Description

We are seeking a positive and self-motivated summer employee to help coordinate programs for the export of Canadian cherries to overseas markets.

The Trap Monitoring Program Coordinator position is a full-time seasonal position that will run from May 5th to around the end of August. The end date is dependent upon when cherry harvest is complete in all orchards, which usually occurs around August 23rd.

The successful candidate will primarily assist the Executive Administrator in carrying out the export programs for Korea, China, Japan, the United Kingdom, and the European Union. This position involves work in office, laboratory, packing facility and orchard settings, and requires strong organizational and communication skills.

The job is based in Kelowna, however the successful candidate will be expected to drive throughout the Okanagan and Similkameen Valleys to conduct orchard audits and communicate with growers about the program requirements.

Compensation includes a wage of \$23.76/hour (\$22/hour with an additional 8% vacation and statutory holiday pay), and \$0.61/km for work-related travel. All reasonable work-related expenses will be reimbursed. This is a full-time job with weekend work unlikely. We recognise that an Okanagan summer requires sufficient personal time to have some fun!

Applicants should own a reliable vehicle and possess a valid BC driver's license. Ability to speak Punjabi is an asset, but not a requirement.

Specific responsibilities include, but are not limited to the following:

Export Programs:

- Maintain an up-to-date database of registrants in the various Export Programs.
- For China and Japan programs, receive weekly or semi-weekly trap monitoring reports from growers and maintain an up-to-date record of trapping results as submitted by the registrants via email, by the end of business on Mondays and Thursdays.
- For China program, receive traps, identify *Rhagoletis* specimens (Western Cherry Fruit Flies and related species), and update trap monitoring records to indicate species found. Inform growers of the results. Keep all submitted traps on file.
- For Japan, EU/UK, and Korea programs, occasionally receive codling moth, cherry fruitworm or oblique-banded leafroller traps for species identification with assistance from the Provincial Entomologist.
- Communicate with all program registrants via email and telephone to send updates, reminders, and results related to the BCCA *Rhagoletis*, codling moth, cherry fruitworm, and oblique-banded leafroller monitoring programs.
- Carry out on-site orchard audits throughout the Okanagan and Similkameen to verify the proper implementation of Export Program requirements.



- Request stored trap submissions from registered orchards, and review submitted traps to ensure no species of interest were missed by growers.
- Notify a registered orchard if threshold for quarantine pest finds has been reached and request weekly submission of traps for the following two-week period.
- Relay critical information regarding the BCCA Monitoring Program results to the Canadian Food Inspection Agency

Other duties:

- Participate in trial of the Web App currently under development for reporting trap monitoring results. Assist participating growers in their use of this technology.
- Assist with various office duties such as mail pickup, office organization, updating contacts lists etc. when there is time.
- If you wish, get paid to use your own interests and skills to identify and carry out a project that could enhance export programs when work slows down in August.

We understand that experience and qualifications may look different for everyone, and a person who is the perfect fit for this job may be someone who doesn't tick all our boxes. If this job description is of interest to you, and you think you can impress us, we encourage you to apply. We accept applications from equity deserving groups and diverse experiences including, but not limited to Indigenous people, racialized people, people with disabilities, and members of the 2S/LGBTQIA+ community.

If you are interested in being part of our happy team and adding a great job to your resume, please forward your resume and cover letter to Beth Cavers, Executive Administrator, at admin@bccherry.com by 4pm on March 3rd, 2025.

