

# NEW HAMPSHIRE LAKES ASSOCIATION

## 2016 LAKE HOST POSITION DESCRIPTION

### OVERVIEW:

The Lake Host is an ambassador of the New Hampshire Lakes Association (NH LAKES) and of the local organization that is participating in the program, and, as such, his/her job is to always greet and treat boaters and other visitors to the ramp access site in a friendly, non-threatening, and courteous manner. The visitor recognizes the Lake Host as someone 'official' because of the uniform—the Lake Host shirt, cap or visor, and a big smile.

Lake Hosts are responsible for: greeting every boater in the process of launching or removing a vessel from the water; educating boaters about how to prevent the spread of aquatic invasive species; surveying boaters about their aquatic invasive species prevention practices; and, conducting a courtesy boat and trailer inspection (if permitted to do so by the boat owner) in order to remove all hitchhiking pieces of aquatic invasive species.



### DUTIES INCLUDE, BUT ARE NOT NECESSARILY LIMITED TO:

1. Greeting visitors both entering and leaving the boat launch area in the prescribed manner.
2. Asking survey questions and recording responses.
3. Distributing brochures and other program-related materials.
4. Conducting a courtesy boat and trailer inspection in the prescribed manner after asking for the boaters' permission and inviting the boater to assist.
5. Removing and properly disposing of all debris found.
6. Reminding boater to drain out all water from vessel and other recreational gear between waterbodies.
7. Thanking the boater when finished and asking him/her to conduct his/her own inspection every time upon entering or leaving a waterbody.
8. Attempting to identify species removed from boats and trailers in between visits from boaters.
9. Calling the local supervisor's attention to 'suspicious' species, so that he/she can send the sample to the New Hampshire Department of Environmental Services for identification.
10. Completing the boater survey and, if applicable, daily summary sheet for each day worked, and providing these and timesheets or volunteer match sheets to the local supervisor in the manner specified.
11. Other related duties as assigned by the local supervisor.

### EDUCATION/SKILLS/ATTITUDES REQUIRED:

The ideal Lake Host is a person who possesses the following qualities: is comfortable interacting with strangers; is friendly; has a sense of humor; is able to deal productively with 'down time' at the ramp site; is cooperative; is task-oriented; and is self-motivated. Minimum age: 18. (Exceptionally mature and independent 16- and 17-year-olds will be considered; however, it is recommended that 16- and 17-year-olds work in pairs or with older Lake Hosts.)

### WORKING RELATIONSHIPS/ACCOUNTABILITY:

**The paid Lake Host is an employee of the New Hampshire Lakes Association (NH LAKES).** Locally, the Lake Host employees and volunteers are directed by, and accountable to, the **Point Person/Managing Lake Host** for the local organization participating in this program. The Point Person/Managing Lake Host sets the weekly schedule and communicates this information to Lake Host, including what happens in case of inclement weather. The Lake Host will turn in Boater Surveys, Daily Summary Sheets, timesheets or volunteer match sheets, and suspicious specimens to the Point Person/Managing Lake Host in the manner specified. In case of questions or problems, the first person the Lake Host is to contact is the Point Person/Managing Lake Host. It is expected that the Point Person/Managing Lake Host will check in with on the Lake Host on a regular basis and provide feedback on performance. While the Lake Host is directly supervised by the Point Person/Managing Lake Host, he/she is ultimately accountable to the NH LAKES.

### COMPENSATION & BENEFITS

- Lake Host employees will be compensated at no less than \$7.25 per hour. (The actual pay rate will be determined by the local participating group and must be approved by NH LAKES before hours are worked).
- The cash-equivalent of Lake Host volunteer time (\$23.07 per hour) will be counted towards the local group's volunteer match requirement.
- This is a temporary position with no benefits.