

New Hampshire Lakes Association

2016 POINT PERSON/MANAGING LAKE HOST POSITION DESCRIPTION

OVERVIEW:

Each organization that is accepted to participate in the Lake Host™ Program must provide a volunteer **Point Person** or a paid **Managing Lake Host** who will serve as the local administrator of the program. A Point Person serves as a volunteer to help the participating group meet its Lake Host Program local match requirement. A paid Managing Lake Host is hired as employee of New Hampshire Lakes Association (NH LAKES). Managing Lake Hosts can be paid through the payroll grant or through locally-contributed funds.



The Point Person/Managing Lake Host functions as the liaison between the local Lake Host employees and volunteer Lake Hosts and NH LAKES. As **THE** local point of contact for the program over the summer months, the Point Person/Managing Lake Host is someone who is available all summer, and can devote up to 5 hours per week facilitating the Lake Host Program locally, as described by the administrative duties listed below. **The Point Person/Managing Lake Host must attend one formal NH LAKES training session in 2016, even if he/she has done so in past years (preferably as early in the season as possible).**

SPECIFIC DUTIES OF THE POINT PERSON/MANAGING LAKE HOST:

1. Advertise for, and then interview (using interviewing guidelines provided by NH LAKES), potential Lake Host employees and recommend favorable candidates to NH LAKES for Lake Host hiring.
2. Provide NH LAKES with completed and verified employment forms for each Lake Host employee and completed contact information forms for Lake Host employees and volunteers. Point People/Managing Lake Hosts will be provided with access to employment and contact information forms.
3. Ensure that **ALL** Lake Hosts employees, whether new or returning, sign and return their Letter of Employment with NH LAKES **before** they start working at the ramp.
4. Ensure that all **NEW** Lake Host employees attend a formal NH LAKES training workshop as early in the season as possible. **New Lake Host employees can not work until they have attended a formal training.**
5. Conduct a local training workshop for all returning Lake Host employees (since returning Lake Host employees are not required to attend a formal NH LAKES training) and all new or returning volunteer Lake Hosts (since volunteers are not required to attend a formal NH LAKES training). It is recommended that the local training be conducted as early possible, and that part of the local training occur at the local boat ramp. **Returning Lake Host employees can not work until they have attended a local training. Returning new or returning volunteer Lake Host can not volunteer at the ramp until they have attended a local training.**
6. Determine the weekly staffing schedule and share it with Lake Hosts and volunteers **in advance**, as well as the procedures to be followed in case of inclement weather.
7. Forward the weekly staffing schedule to NH LAKES and notify NH LAKES if there are changes. **(NH LAKES will make unannounced site visits to ramps during summer 2016.)**
8. Ensure that all volunteer Lake Hosts (and you as the Point Person/Managing Lake Host) keep track of their hours on the volunteer match sheet/spreadsheet provided. **This documentation is required if it is being applied to the local match.**

9. Prior to the start of the Lake Host employees staffing the ramp, make sure the group has submitted 100% of pledged locally-contributed hard cash match (or has arranged a payment installment schedule with NH LAKES) for additional Lake Host employee hours or higher Lake Host employee hourly rates than provided through the payroll grant (as indicated on payroll grant application). **NH LAKES will not upfront ramp additional funds for Lake Host employees.**
10. **Every other week**, on the **Sunday** immediately at the end of the pay period (pay period is Monday through Sunday, two weeks later), collect, verify, and then sign all Lake Host employee timesheets and then scan **email scans or photos of timesheets or FAX (603.224.9442) timesheets to NH LAKES on Monday, no later than 4:00 p.m.** Timesheets received **AFTER 4:00 p.m.** on “Payroll Monday” will **NOT** be processed until the next pay cycle. **Mail volunteer match sheets at the end of every pay period.**
11. **Every other week**, collect completed Boater Survey sheets and Daily Summary sheets from all Lake Host employees and volunteers. Check these over to ensure that they are completely and accurately filled out, and then forward them to NH LAKES. (Postage cost can be applied to the local match.)
12. Supervise the work of all Lake Host employees and volunteers on a regular basis to ensure quality performance. If necessary, contact NH LAKES to discuss Lake Host discipline problems and/or to recommend termination of Lake Host employment or volunteer commitment. NH LAKES is officially responsible for terminating Lake Host employees as they are NH LAKES employees.
13. Contact NH LAKES if Lake Hosts encounter any problems with boaters.
14. Contact NH LAKES if Lake Hosts encounter any safety issues or are injured (or think they may have been injured) while lake hosting.
15. Contact NH LAKES when supplies of brochures, specimen bags, and decals are running low to arrange for replenishment.
16. Make more copies of timesheets and surveys, as needed. (Copying expenses can be applied to the local match.)
17. Send suspicious specimens to the New Hampshire Department of Environmental Services in the prescribed manner. (Instructions are provided at the training and in the manual.)
18. Maintain regular communication with local organization directors about the status of the local program throughout the season. Provide directors with ramp coverage schedules, Lake Host pay rates, payroll and volunteer match updates, and inspection and ‘saves’ updates. Advise directors of any problems encountered with Lake Hosts or boaters.
19. Publicize the program the group’s newsletter and local papers and forward copies of articles to NH LAKES.
20. By October 1, 2016, submit a Final Report to NH LAKES in the format specified.

COMPENSATION & BENEFITS

- Managing Lake Hosts are employees of New Hampshire Lakes Association 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 Point Person 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.