

# NH LAKES

## 2017 LAKE HOST INSPECTOR POSITION DESCRIPTION

**OVERVIEW:** The Lake Host Inspector is an ambassador of NH LAKES and of the local organization that is participating in the Lake Host 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 Inspector as someone ‘official’ because of the uniform—the Lake Host shirt/sweatshirt, hat, and smile. The Lake Host Inspector may be a volunteer or individual hired as a NH LAKES employee (temporary/seasonal). Lake Host Inspectors are responsible for greeting every boater launching or removing a vessel from the water, surveying and teaching boaters about preventing the spread of aquatic invasive species, and conducting courtesy boat and trailer inspections (if permitted to do so by the boat owner).



**RESPONSIBILITIES INCLUDE, BUT ARE NOT NECESSARILY LIMITED TO:**

1. Greeting visitors both entering and leaving the boat launch area.
2. Asking survey questions and recording responses and distributing brochures and other program-related materials.
3. Conducting a courtesy boat and trailer inspection after asking for boaters’ permission and inviting the boater to assist.
4. Removing and properly disposing of all debris found.
5. Encouraging boaters to drain out all water from vessel and other recreational gear between waterbodies.
6. Thanking the boater when finished and asking him/her to conduct his/her own inspection between waterbodies.
7. Attempting to identify species removed from boats and trailers in between visits from boaters.
8. Calling the local supervisor’s attention to ‘suspicious’ species.
9. 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.
10. Other related duties as assigned by the local supervisor (and approved by NH LAKES).

**EDUCATION/SKILLS/ATTITUDES REQUIRED:** The ideal Lake Host Inspector is a person who: is comfortable interacting with strangers; is friendly and polite; has a sense of humor; is able to deal productively with ‘down time’; is cooperative, task-oriented and self-motivated. Minimum age: 18. (Exceptionally mature, independent 16- and 17-year-olds will be considered; however, it is recommended that 16- and 17-year-olds work in pairs or with experienced inspectors.)

**WORKING RELATIONSHIPS/ACCOUNTABILITY:** The paid Lake Host Inspector is an employee of the New Hampshire Lakes Association (NH LAKES). Locally, Lake Host Inspector volunteers and employees are directed by, and accountable to, the Lake Host Point Person (volunteer) for the local participating organization. The Lake Host Point Person (volunteer) or the Lake Host Manager (employee) sets the weekly Lake Host Inspector schedule and communicates this information to the Lake Host Inspector. The Lake Host Inspector will turn in boater survey information, timesheets or volunteer match sheets, and suspicious specimens to the Point Person/Manager. In case of questions or problems, the first person the Lake Host Inspector is to contact is the Point Person/Manager. It is expected that the Point Person/Manager will check in with the Lake Host Inspector on a regular basis and provide feedback on performance. If the Lake Host Inspector is injured while staffing the ramp, or thinks he/she might be injured, he/she should seek medical attention and notify the Point Person/Manager as soon as possible. While the Lake Host Inspector is directly supervised by the Point Person/Manager he/she is ultimately accountable to NH LAKES. If the Lake Host Inspector has difficulty/conflict with the Point Person/Manager, he/she should contact NH LAKES.

**COMPENSATION & BENEFITS**

- Lake Host Inspector 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)
- Lake Host Inspector employee hours per week will be determined by the local Point Person, but will not exceed 40 hours during the 7-day work week. This position is not eligible for overtime pay.
- This is a temporary, seasonal, position that includes statutory benefits and does not include health insurance benefits.
- Employees that are projected to earn more than \$5,000 in 2017 can elect to participate in the NH LAKES retirement plan through which NH LAKES will match the employee's salary reduction contributions on a dollar-for-dollar basis up to 3% of the employee's compensation.
- The cash-equivalent of Lake Host volunteer time (\$23.56/hr.) will be counted towards the local match requirement.