

2018 LAKE HOST POINT PERSON (VOLUNTEER) & LAKE HOST MANAGER (EMPLOYEE) POSITION DESCRIPTION New Hampshire Lakes Association

SUMMARY: A well-functioning, professional, and effective Lake Host team requires a hardworking management team, working together to ensure that: all terms of participation are met; Lake Host Inspectors are informed about aquatic invasive species prevention and perform their duties well; and, quality boater data is collected and recorded in the online database provided.



LAKE HOST POINT PERSON: Each local organization accepted to participate in the Lake Host Program must provide one or two volunteer Point Person(s) to supervise the group's Lake Host Manager (employee) and Lake Host Inspectors (employees and volunteers), and ensure that the group satisfactorily fulfills all program requirements.

LAKE HOST MANAGER: : Each local organization accepted to participate in the Lake Host payroll grant program must hire a Lake Host Manager to assist the local volunteer Point Person(s) in administering the Lake Host Program. The Manager will ensure that boater data is collected properly and entered into the online boater survey database and may assist with other administrative duties.

The Point Person(s) must be appointed by the local board of directors or independently-employed program manager. The Manager may be selected by the Point Person(s) and must be approved by local board of directors or independently employed program manager. The Point Person(s) and Manager must attend a formal training session hosted by NH LAKES each season.

SPECIFIC ADMINISTRATIVE DUTIES OF LAKE HOST POINT PERSON(S) AND MANAGERS

1. Advertise for and interview potential Lake Host employees. *Interviews should be held in a public location such as a library, coffee shop, etc.*
2. Collect all completed and verified enrollment/employment forms for each volunteer and employee before they attend a training session or at the start of the training session and forward all paperwork to NH LAKES. *A pay rate must be specified for each employee.*
3. Ensure that ALL Lake Hosts employees sign and return their Letter of Employment with NH LAKES *within 3 business days of receiving it.*
4. Ensure that all Lake Host Inspectors (employees and volunteers) attend the proper training session before staffing the ramp.
5. Conduct local group training(s) for all new/returning volunteer inspectors, and for all returning employee and volunteer inspectors before they begin work at the ramp and as needed throughout the season to ensure good performance. *Trainings should be conducted in a public location, or in groups if hosted at a residence.*
6. Provide inspectors with brochures, specimen bags, decals, and copies of timesheets, boater survey sheets, and match sheets, prior to the start of the season, if possible, or house materials in a location that inspectors can access independently. Contact NH LAKES when these supplies are running low to arrange for replenishment.
7. Determine the weekly staffing schedule and share it with Inspectors and NH LAKES. *Provide schedules to all employees and NH LAKES at least two weeks in advance – at the start of the season is best.*

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8. Ensure that all volunteers (Point Person(s) included!) record all hours, mileage, and out-of-pocket expenses (included postage) on the NH LAKES volunteer match sheet. *This documentation is required in order to be applied to the local match.*
9. Maintain local records including paper OR digital copies of all employee and volunteer forms, timesheets, volunteer time sheets, etc. and the online database for boater data (NH LAKES will provide training).
10. **ON THE SUNDAY BEFORE THE PAY PERIOD ENDS:** Collect, verify, and sign all employee timesheets and email or fax to NH LAKES before 4pm on "Payroll Monday." Collect completed boater data sheets from all Lake Host Inspectors and volunteer match sheets from volunteers. Check that these are completed properly and accurately. **Boater data must be entered into the online data entry platform within two weeks of the end of the pay period by the Point Person or Manager (approximately 1-2 hours of work per pay period).** Volunteer match information must be entered into the online volunteer match data entry platform or mailed to NH LAKES.
11. Visit all employees and volunteers on a regular basis to ensure safety and quality performance. Contact NH LAKES to discuss employee or volunteer performance problems. *NH LAKES is officially responsible for terminating Lake Host employees as they are NH LAKES employees.*
12. Contact NH LAKES if Inspectors encounter any problems with boaters or encounter any safety issues or are injured while staffing the ramp.
13. Send suspicious specimens to the New Hampshire Department of Environmental Services in the prescribed manner provided at the training and in the manual.
14. Maintain regular communication with the local group management team regarding ramp coverage schedules, Lake Host employee pay rates, payroll and volunteer match updates, inspection and 'saves' updates, and inspector performance.
15. Publicize the Lake Host program in the group's newsletter, local papers, and on social media channels.
16. Submit a Final Report to NH LAKES in the format specified by the first Monday in October.

COMPENSATION & BENEFITS

PAID LAKE HOST MANAGER:

- Rate of pay will be determined by the local participating group and must be approved by NH LAKES.
- Hours per week will be determined by the local Point Person and may 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 but does not include health insurance benefits.
- If the Lake Host Manager is projected to earn more than \$5,000, they may 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.

VOLUNTEER LAKE HOST POINT PERSON:

- Lake Host Point Person(s) are expected to contribute approximately 5 hours per week during to program administration, ramp visits, and communications.
- The cash-equivalent of volunteer time is \$24.14/hr. and all time volunteered will be counted towards the local match requirement with the proper volunteer match documentation.
- This is a temporary, seasonal, volunteer position which does not include benefits.