

Position Summary:

Lake Host Program Lake Hosts staff local boat access sites to teach the public about aquatic invasive species prevention methods and to help boaters remove potentially-invasive plants and animals from boats, trailers, and gear. Lake Hosts are not enforcers of local or state ordinances, rules, or laws. A Lake Host represents NH LAKES and the local group participating in the Lake Host Program. A Lake Host may be an individual hired as a NH LAKES seasonal employee or an individual serving as a NH LAKES volunteer from the local community.



Essential Responsibilities:

- Appear in uniform and greet all arriving and departing boaters and visitors.
- Conduct boat and trailer inspections with boaters' permission. Follow protocols for removing aquatic plants and animals from boats and trailers and for submitting photos for identification.
- Collect and enter boater survey data neatly into the field app provided by NH LAKES.
- Encourage boaters to practice the "Clean, Drain, & Dry" method for preventing the spread of aquatic invasive plants and animals and hand out informational brochures and NH LAKES decals.

Knowledge, Skills, and Abilities:

The ideal Lake Host is:

- able to conduct a visual and tactile examination of all exterior surfaces of boats and trailers;
- comfortable interacting with strangers; professional, friendly, polite, and has a sense of humor;
- task-oriented, self-motivated, and able to deal with 'down time' productively;
- equipped to work outside safely in a variety of weather conditions; and,
- committed to providing fact-based information about aquatic invasive species prevention.
- Minimum age: 18. Exceptionally mature and independent 16- and 17-year-olds may be considered for work in pairs or with experienced Lake Hosts.



2022 Lake Host Program

Lake Host (Employee and Volunteer) Position Description

Working Relationships/Accountability:

- A paid Lake Host is a NH LAKES employee working at a host site of a local organization participating in the Lake Host Program.
- Lake Hosts collect data and suspicious plant or animal photos and submit information through the field app provided by NH LAKES.
- Lake Hosts are responsible for accurately completing and signing their timecard by the last Sunday in each pay period, using the online portal/app provided by NH LAKES.
- The leadership of the local group participating in the Lake Host Program will set the weekly staffing schedule, provide daily oversight and management, and provide the Lake Host with performance feedback. Employee and volunteer Lake Hosts should contact NH LAKES directly with questions, comments, or concerns, if not addressed by, or appropriate for, the leadership of the local group.
- Lake Hosts should seek medical attention immediately and notify the local leadership and NH LAKES as soon as possible if injured while on duty.

Salary, Benefits, Work Hours and Location:

- This position is temporary/seasonal and the individual determines their lakeside site location preference.
- This position pays no less than \$10/hour. Start and end dates, hourly pay rates, and hours worked per week vary by site location. This is a strictly outdoor position that runs roughly from May to October.
- This position is not eligible for overtime pay or NH LAKES health insurance benefits. Employees projected to earn more than \$5,000 in 2022 may elect to participate in the NH LAKES retirement plan through which NH LAKES will match the employee's payroll contributions up to 3%.
- No individual can serve as both a paid and volunteer Lake Host within one calendar year.

Organization Information:

Founded in 1992, NH LAKES is a statewide, publicly-supported 501(c)(3) nonprofit organization with the mission to keep New Hampshire's lakes clean and healthy, now and in the future. NH LAKES works with partners to promote clean water policies, responsible use, and inspires the public to care for lakes. The Lake Host Program is a collaborative effort between NH LAKES, the New Hampshire Department of Environmental Services, and local partners for the prevention of aquatic invasive species spread in New Hampshire's waterbodies.