

NEW HAMPSHIRE LAKES ASSOCIATION

2009 LAKE HOST POSITION DESCRIPTION

OVERVIEW:

The Lake Host is the first “official” friendly face that visitors see as they enter and/or leave the boat launch area. The Lake Host is an ambassador of the New Hampshire Lakes Association (NH LAKES) and of the local organization that is participating in this program, and as such, his/her job is always to greet and treat people in a friendly, non-threatening and courteous manner. The visitor recognizes the Lake Host as someone “official” because of the “uniform”— Lake Host shirt, cap or visor, name badge (optional) and a big smile.

Lake Hosts are responsible for greeting every visitor in the process of launching a vessel or removing one from the water; educating that person about what he/she can do to prevent the spread of milfoil and other invasive plant species; completing a brief Boater Survey, and conducting a courtesy boat and trailer inspection (if invited to do so by the boat owner), removing all vegetation found and disposing of it in the prescribed manner.

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 questions and completing other information on the Boater Survey;
3. Distributing brochures and other required materials;
4. Conducting a courtesy boat and trailer inspection in the prescribed manner, after asking the boat owner’s permission and inviting him/her to join you as you do the inspection;
5. Thanking the boat owner when finished, and asking him/her to conduct his/her own inspection every time upon entering or leaving a water body;
6. Removing all vegetation found;
7. Properly disposing of all vegetation in the prescribed manner, ensuring that plant matter does not re-enter the water body;
8. Attempting to identify vegetation removed from boats and trailers during slow or “down times”;
9. Calling your supervisor’s attention to “suspicious” plants, so that he/she can send a sample to the Dept. of Environmental Services (your supervisor is the Point Person/Managing Lake Host for the agency administering the program in your area);
10. Completing the Boater Survey and, if applicable, Daily Summary Sheets each day you work, and providing these and a timesheet to your supervisor in a manner to be specified;
11. Other related duties as assigned by your supervisor, who is the Point Person/Managing Lake Host of the local participating organization.

EDUCATION/SKILLS/ATTITUDES REQUIRED:

A “people-person” – comfortable interacting with strangers; friendly; sense of humor; flexible (able to deal with “down time” at the ramp site); cooperative; task-oriented; self-motivated; lake-lover; knowledgeable about the issue of exotic milfoil preferred but not required, since we will train you. Minimum age: 18 (We will consider exceptional 16- and 17-year olds.)

WORKING RELATIONSHIPS/ACCOUNTABILITY:

The Lake Host is an employee of the New Hampshire Lakes Association (NH LAKES). Locally, the Lake Host is directed by, and accountable to, the **Point Person/Managing Lake Host** for the organization participating in this program. The Point Person/Managing Lake Host sets the weekly schedule and communicates this information to the Lake Host, including what happens in case of inclement weather. The Lake Host will turn in Boater Surveys, Daily Summary Sheets, timesheets, and plant specimens to the Point Person/Managing Lake Host in the manner indicated. In case of questions or problems, the first person to contact is the Point Person/Managing Lake Host. It is expected that the Point Person /Managing Lake Host will check in with 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.