



Lake Host Program

Lake Host Inspector Position Description

Position Summary:

Lake Host Inspectors, or “Lake Hosts,” play a vital role in protecting New Hampshire’s waters from aquatic invasive species. They are the first line of defense against AIS, and represent NH LAKES and the local group participating in the Lake Host Program.

Lake Hosts staff local boat access sites to teach the public about prevention methods and train boaters to remove plants and animals from boats, trailers, and gear. They also collect important boater data. Minimum age: 18. Exceptionally mature and independent 16- and 17-year-olds may be considered. Lake Hosts may work as seasonal employees or volunteers of NH LAKES.



Essential Responsibilities:

- Appear in uniform and greet all arriving and departing launch users.
- Conduct voluntary boat and trailer inspections with boaters’ permission.
- Follow protocols for removing aquatic plants and animals from boats and trailers and submitting photos for identification.
- Collect and enter boater survey data using the survey method provided by NH LAKES.
- Educate and encourage boaters to practice the “Clean, Drain, and Dry” method to prevent the spread of aquatic invasive plants and animals.
- Hand out educational materials provided by NH LAKES.
- Lake Hosts are not responsible for enforcing local or state ordinances, rules, or laws.

Knowledge, Skills, and Abilities:

- Comfortable moving around lake launch sites, including sloping or uneven ground, to conduct thorough visual exams of boat and trailer exteriors.
- Comfortable interacting with strangers, remaining professional and polite, and treating all visitors equally.
- Task-oriented, self-motivated, and comfortable with “downtime” between surveys.
- Equipped to safely work outside in a variety of weather conditions.

Working Relationships/Accountability:

- Paid Lake Host: an employee of NH LAKES, assigned to work at a launch site(s) managed by a local partner organization participating in the program.
- Volunteer Lake Host: a NH LAKES volunteer working at a launch site(s) of a local partner organization participating in the program. Volunteers must communicate with their local coordinator to record volunteer hours.
- Responsible for accurately completing and submitting their timecard by the last Sunday in each pay period, as directed by NH LAKES.



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Salary, Benefits, Work Hours, and Location:

- This position is temporary/seasonal, and the individual must provide their preferred work location. This is a strictly outdoor position that runs roughly from May to October.
- As a paid Lake Host, this position pays no less than \$10/hour. Start and end dates, hourly pay rates, and weekly hours vary by site location. NH LAKES does not authorize work over 40 hours in one week. This includes hours worked for multiple Lake Host partner groups.
- NH LAKES must approve hiring or volunteering with multiple groups. All paid Lake Hosts must sign a hire letter for each group and complete all paperwork before working at any location. Volunteer Lake Hosts must complete a volunteer form for each group they work with.
- This position is not eligible for NH LAKES health insurance benefits. Employees projected to earn more than \$5,000 in a fiscal year may elect to participate in the NH LAKES retirement plan, through which NH LAKES will match the employee's payroll contributions up to 3%.

Organization Information:

The mission of NH LAKES is to restore and preserve the health of New Hampshire's lakes. We work with partners, promote clean water policies, and inspire the public to care for our lakes. Founded in 1992, NH LAKES is a statewide, publicly-supported, and grant-funded 501(c)(3) nonprofit organization. The Lake Host Program is a collaborative effort between NH LAKES, the New Hampshire Department of Environmental Services, and local partners to prevent the spread of invasive aquatic plants and animals in New Hampshire's waterbodies.