

### Position Summary:

Lake Hosts are an important part of preventing the spread of aquatic invasive species in New Hampshire. Lake Hosts are not enforcers of local or state ordinances, rules, or laws. They represent NH LAKES and the local group participating in the Lake Host Program. They 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 gather critical boater data for the state. They may be hired by NH LAKES as a seasonal employee or serve as a volunteer from the local community.

### Essential Responsibilities:

- Appear in uniform and greet all arriving and departing boaters and visitors.
- 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 neatly into the field app provided by NH LAKES.
- Educate and 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:

- 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.
- 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.

### Working Relationships/Accountability:

- A paid Lake Host is a NH LAKES employee working at a host site of a local organization participating in the program.
- Collect data and suspicious plant or animal photos and submit through the Survey123 field app.
- Responsible for accurately completing and submitting their timecard by the last Sunday in each pay period, as directed by NH LAKES.





## Lake Host Program

### Lake Host Position Description

#### Salary, Benefits, Work Hours, and Location:

- This position is temporary/seasonal, and the individual provides their work location preference. This is a strictly outdoor position that runs roughly from May to October.
- 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.
- 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%.
- NH LAKES must approve work or volunteering with multiple groups.

#### 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.