



Lake Host Program

Local Coordinator Position Description

Position Summary:

An effective Lake Host team requires a hardworking management team. Each organization accepted to participate in the Lake Host Program must provide one or two Local Program Coordinators to supervise the group's employees and volunteers and ensure that the group satisfactorily fulfills all program requirements. This is an unpaid volunteer position. The Program Coordinator(s) must be appointed by the local group's board of directors or independently employed program manager.

Essential Responsibilities:

Hiring Process:

- Recruit and interview potential Lake Hosts (employees and volunteers) to staff the ramps covered by your group.
- Forward information about hire recommendations to NH LAKES using the appropriate form.

Training and Performance:

- Attend training to ensure all Lake Hosts (paid and unpaid) have attended and understand the necessary training
- Check in with Lake Hosts regularly to ensure safety and quality performance.
- Contact NH LAKES to discuss employee or volunteer performance problems. **NH LAKES holds the right to terminate an employee or volunteer.**

Program Management:

- Provide Lake Hosts with the supplies needed to do their job. These materials should be housed in a location that Lake Hosts can access independently (such as a nearby lockbox).
- Determine the staffing schedule and share it with Lake Hosts and NH LAKES.
- Determine the pay rate for Lake Host Program employees.
- Ensure that all volunteers (Program Coordinator(s) included!) record hours, mileage, and out-of-pocket expenses on the required volunteer match timesheet.
- Maintain local records of employee and volunteer forms, timesheets, volunteer match, and boater data.
- Publicize the Lake Host Program in the local group's newsletter, papers, and social media.
- Submit the Program Evaluation (emailed to you) to NH LAKES by the requested deadline.





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Payroll:

- Verify all employee timesheets as instructed by NH LAKES before 4:00 p.m. on “Payroll Mondays.”
- Coordinate with your group’s treasure to ensure that your group does not overspend your payroll account.

Data Management:

- All volunteer matches/times should be entered into the online volunteer match platform.
- Boater survey data must be submitted to NH LAKES digitally within two weeks of the end of the pay period.
- NH LAKES recommends that individual employees and volunteers enter data directly through the platforms provided. The Local Coordinator may elect to collect data on paper and assign one person to enter the data into the platforms.

Safety:

- Notify NH LAKES immediately of any safety issues, injuries, or concerns with boaters.
- NH LAKES has a zero-tolerance policy for harassment of any kind.

Compensation & Benefits:

- Lake Host Program Coordinator is expected to contribute approximately 5 hours weekly to program administration, ramp visits, and communications.
- The cash equivalent of volunteer time is \$29.95/hr in 2024. All volunteered time will be counted towards the local match requirement if submitted to NH LAKES through the online portal before the end of the season.
- This temporary, seasonal, and volunteer position does not include benefits.

Organization Information:

The mission of NH LAKES is to restore and preserve the lakes we all love. 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.