



Official Position Description

Paid or Volunteer Inspector

Position Overview

Lake Host Program Inspectors staff local boat access sites to teach the public about aquatic invasive species prevention methods and collect samples of potentially-invasive plants and animals. Inspectors are not enforcers of local or state ordinances, rules, or law. An Inspector represents NH LAKES and the local organization that is participating in the Lake Host Program. An Inspector may be an individual hired as a NH LAKES seasonal employee or an individual serving as a volunteer from the local community.



Qualifications and Skills

The ideal Inspector is: able to maneuver around for the visual and tactile examination of all exterior surfaces of boats and trailers; comfortable interacting with strangers; friendly, polite, and has a sense of humor; task-oriented and self-motivated; equipped to work outside safely in a variety of weather conditions; able to accomplish tasks professionally and deal productively with 'down time'; and, is 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 inspectors.

Principal Responsibilities and Duties

- 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/trailers, collect, and enter boater survey data.
- Encourage boaters to practice the "Clean, Drain, and Dry" method for preventing the spread of invasive species.
- Distribute educational materials and neatly complete all paperwork.
- Perform other related duties as assigned by the Local Program Coordinator and approved by NH LAKES.

Working Relationships/Accountability

- A paid Inspector is a NH LAKES employee working at a host site of a local organization participating in the Lake Host Program.
- Inspectors collect data, neatly complete all paperwork, and collect suspicious plant or animal specimens in bags provided by NH LAKES and forward all information to their Local Program Coordinator.
- **Inspector should seek medical attention immediately and notify the Program Coordinator(s) and NH LAKES as soon as possible if injured while on duty.**
- The Program Coordinator of the local organization participating in the Lake Host Program will set the weekly staffing schedule and provide daily oversight and management, submit specimen bags and paperwork, and will provide Inspector with performance feedback.
- Employee and volunteer Inspectors should contact NH LAKES directly with questions, comments, or concerns, if not addressed by or appropriate for the local Program Coordinator.

Compensation and Benefits/Work Hours and Location

- This position is temporary/seasonal and the individual determines site location preference.
- Start and end dates, hourly pay rates, and hours worked per week varies by site location.
- This position is not eligible for overtime pay or NH LAKES health insurance benefits. Employees projected to earn more than \$5,000 in 2019 may elect to participate in the NH LAKES retirement plan through which NH LAKES will match the employee's payroll contributions up to 3%.
- The cash-equivalent of a Lake Host Inspector volunteer time (\$24.69) will be counted toward the local match requirement for the local group.
- No individual can serve as a paid Lake Host Inspector and volunteer Lake Host inspector within a calendar year.

Organization Information:

Founded in 1992, NH LAKES is a statewide, member-supported 501(c)(3) nonprofit organization with the mission to keep New Hampshire's 1,000 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, boat ramp owners, and local partners for the prevention of aquatic invasive species spread in New Hampshire's waterbodies.



Lake Host Inspector Behavior Expectations

1. **Be comfortable:** Make sure you have layers, rain gear, a chair, **water**, bug spray, and sunscreen, an umbrella for sun if your ramp doesn't have shade...and snacks!
2. **Be alert:** Pay attention to the weather, traffic coming into and off the lake, and people who are visiting the ramp but are not boating. Napping, sleeping, sunbathing, or swimming when you are working or volunteering is not acceptable. Wait for boaters in a visible location. **Waiting in an automobile is not appropriate, unless the weather is rainy, or if an extenuating circumstance has been discussed with and approved by NH LAKES.** Bring a lawn chair and an umbrella (if shade is not available at your ramp).
3. **Be observant:** Boaters who visit your lake may be coming in from other states that may not have aquatic invasive species prevention programs or may have worse invasive problems than we do – prioritize out-of-state boats. **Check all boats thoroughly for plant, animals and debris.**
4. **Be safe:** Follow all recommended safety and emergency procedures (Page 5 in this manual).
5. **Be encouraging:** Urge boaters to inspect their own boats, trailers, and gear every time before they enter and after they leave a waterbody. Listen to a boater's concerns.
6. **Be professional:** Lake Host shirts/sweatshirts are mandatory and must remain visible while on duty. While interacting with the boater, take off headphones, sunglasses (unless they are prescription), and do not answer/talk on the phone. If a boater does not wish to speak with you, then you should offer a brochure and wish them a 'good day.'
7. **Be independent:** Discourage social visits. Don't let friends and family distract you from giving your shift your full attention.
8. **Be prepared:** Make sure you have a supply of survey sheets, decals, brochures, specimen bags, a pen and a fully charged battery on your mobile device for your shift.
9. **Be understood:** Speak clearly and slowly and write legibly.
10. **Be in touch:** Have a cell phone/know where the nearest phone is. Have the phone numbers of your local coordinator and police on hand.
11. **Be inspired:** Serving as a Lake Host Inspector is important work! You are saving lakes!
12. **At the end of your shift:** Fill in your timesheet, make sure that your boater survey sheet is clean and easy to read or that your Survey123 information is submitted once you have access to Wi-Fi. **Turn in paperwork in the manner specified by your local coordinator.**