

New Hampshire Lakes Association

2011 POINT PERSON/MANAGING LAKE HOST POSITION DESCRIPTION

OVERVIEW:

Each organization that is accepted to participate in the Lake Host™ Program must provide a **Point Person** or a **Managing Lake Host** who serves as the local “administrator” of the program. A Point Person serves as a volunteer to help count toward the match. A paid Managing Lake Host is an employee of New Hampshire Lakes Association (NH LAKES). Managing Lake Hosts can be paid through the grant; however, they cannot be paid more than **5 hours per week for administrative work**. **Managing Lake Hosts do not need to volunteer one hour for every two hours worked, provided that your group will meet the minimum 100% match requirement.**



The Point Person/Managing Lake Host functions as the liaison between the local paid and volunteer Lake Hosts and NH LAKES. As **THE** local point of contact for the program over the summer months, the Point Person/Managing Lake Host is someone who is available all summer, can devote 3 or more hours per week to the program - creating weekly ramp coverage schedules, dropping in at the ramp to check on the Lake Hosts and volunteers several times per week, and attending to the administrative duties described below. **The Point Person/Managing Lake Host must attend one formal NH LAKES training session in 2011, even if he/she has done so in past years** (preferably as early in the season as possible).

SPECIFIC DUTIES OF THE POINT PERSON/MANAGING LAKE HOST:

1. Advertise for, and then interview, potential paid Lake Hosts; recommend to NH LAKES up to four paid Lake Hosts per ramp. **NEW IN 2011: Minimum age: 18** (exceptional 16- and 17- year olds will be considered, but it is recommended that they work in pairs or with older Lake Hosts.)
2. Provide NH LAKES with the required completed forms for each Lake Host you recommend be hired (forms can be downloaded from the NH LAKES website): W-4 form and the Employment Eligibility Verification Form (I-9), and the youth permission form for 16- and 17-year olds and notify NH LAKES of hourly pay rate. **NOTE: Lake Hosts must provide a physical address on their W-4 forms (in addition to a post office box number, if applicable). If paychecks are to be mailed to a different address, include that address on the form as well, with a note to that effect. All paid Lake Hosts in 2011, whether new or returning, need to submit an I-9 employment verification form.**
3. Ensure that **ALL** paid Lake Hosts, whether new or returning, sign and return their Letters of Employment with NH LAKES **before** they start working at the ramp.
4. Ensure that all **NEW** paid Lake Hosts attend a NH LAKES/DES training workshop as early in the season as possible. **New paid Lake Hosts cannot work until they have attended a formal NH LAKES/DES training.**
5. Conduct a local training workshop for all returning paid Lake Hosts (since returning paid hosts are not required to attend a formal NH LAKES/DES training) and all new or returning volunteer Lake Hosts (since volunteers are not required to attend a formal NH LAKES/DES training). It is recommended that the local training be conducted as early possible, and that part of the local training occur at the actual local boat ramp. **Returning paid Lake Hosts cannot work until they have attended a local training. Returning new or returning volunteer Lake Host can not volunteer at the ramp until they have attended a local training.**
6. Determine the weekly schedule and share it with your Lake Hosts and volunteers **in advance**, as well as the procedures to be followed in case of inclement weather.

7. Forward your weekly schedule to NH LAKES and notify NH LAKES if there are changes. **(NH LAKES will make unannounced site visits to ramps during summer 2011.)**
8. Ensure that all volunteer Lake Hosts (and you as the Point Person/Managing Lake Host) are keeping track of their hours on the Volunteer Match Documentation sheet/spreadsheet provided. **This documentation is required if it is being applied to the match.**
9. Prior to the start of your paid Lake Hosts staffing the ramp, make sure your group has submitted 100% of hard cash match for ramp extension to NH LAKES (as indicated on payroll grant application). **(NH LAKES will not be able to upfront ramp extension funds for paid Lake Hosts in 2011.)**
10. Before your group spends your entire payroll award and any previously submitted hard cash, make sure your group has submitted an adequate amount of hard cash to NH LAKES if your group intends to continue to pay Lake Hosts to staff the ramp after the payroll award has been used. **NH LAKES is unable to process timesheets for paid Lake Hosts if your group has used up your payroll award and has not sent NH LAKES an adequate amount of hard cash prior to payroll processing to cover additional paid Lake Host salary and statutory benefits.**
11. **Bi-weekly**, on the **Sunday** immediately at the end of the pay period (pay period is Monday through Sunday, two weeks later), collect, verify, and then sign each paid Lake Host's timesheet and then **fax or email the timesheets to NH LAKES on Monday, no later than 4 p.m. (603/224-9442)**. Timesheets received **AFTER 4:00 p.m.** on "Payroll Monday" will **NOT** be processed until the next pay cycle. **Also fax or email the Volunteer Match Documentation Sheets for that time period. Both of these items, properly executed, must be received in order for your Lake Hosts to be paid.** (The cost of faxing can be applied to the match at a rate of \$1 per page.)
12. Also **bi-weekly**, collect from your paid Lake Hosts and volunteers their completed Boater Survey sheets and Daily Summary sheets. Check these over to ensure that they are completely, and accurately, filled out, and then forward them to NH LAKES (postage cost can be applied to your match).
13. Supervise the work of the Lake Hosts and the volunteers on a regular basis to ensure quality performance. If necessary, contact NH LAKES to discuss Lake Host discipline problems and/or to recommend termination of Lake Host employment or volunteer commitment.
14. Contact NH LAKES when supplies of brochures, specimen bags, and stickers are running low.
15. Make more copies of timesheets and surveys, as needed (cost can be applied to the match at the rate of \$0.10 per copied page).
16. Provide plastic trash bags for any vegetation removed by your Lake Hosts (counts toward the match); properly dispose of all vegetation well away from the water body.
17. Send suspicious plants to DES in the prescribed manner (you will receive a form and instructions at the training workshop).
18. Publicize the program in your newsletter and local papers.
19. By October 1, 2011, send NH LAKES a Final Report in the format specified.



Members dedicated to protecting lakes