**Local Coordinator of Lake Host Volunteers**

**Position Summary:**

A well-functioning, professional, and 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 Coordinator(s) to supervise the group’s employees and volunteers and ensure that the group satisfactorily fulfills all program requirements. This is a volunteer unpaid position. The Program Coordinator(s) must be appointed by the local group’s Board of Directors or independently employed program manager.

**Essential Responsibilities:**

This position will work closely with the PLIA Program Coordinator, Lake Host assistants and Lake Host manager.

Recruiting Process:

* Recruit and interview potential volunteer Lake Host Inspectors to staff the ramps covered by your program.
* Forward information about recommended volunteers to NH LAKES using the appropriate form, so that NH LAKES can coordinate the remote selection process.

Training and Performance:

* Ensure all volunteer inspectors attend the appropriate training session before staffing the ramp.
* Utilize remote training sessions and online webinars for volunteer inspectors as needed throughout the season to ensure high-quality performance. NH LAKES holds the exclusive right to terminate a volunteer.
* Check-in with volunteer inspectors on a regular basis to ensure safety and quality performance, making sure to practice physical distancing guidelines while training.
* Contact NH LAKES to discuss volunteer performance problems.

Program Management:

* Provide volunteer inspectors with the supplies needed to do their job. These materials should be housed in a location that inspectors can access independently (such as a nearby lockbox).
* Determine the volunteer staffing schedule in conjunction with the program coordinator and lake host manager at the beginning of the season and share it with inspectors and NH LAKES.
* 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 including paper OR digital copies of all volunteer forms, timesheets, volunteer match sheets, etc.
* Under the direction of the Program Coordinator, publicize the Lake Host program in the local group’s newsletter, local papers, and on social media.
* Submit the Program Evaluation (to be emailed to you) to NH LAKES by the requested deadline.

Role in Data Management:

* All volunteer match information should be entered into the online volunteer match data entry platform or mailed to NH LAKES on “Payroll Monday.” If volunteers choose to physically turn in match information, establish a self-service method that allows physical distancing.

Role in 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:**

* This is an unpaid position.
* Lake Local Host Program Coordinator(s) are expected to contribute approximately 5 hours per week to program administration, ramp visits, and communications.
* The cash-equivalent of volunteer time for 2021 was $27.20/hr. All volunteered time will be counted towards the local match requirement with the proper volunteer match documentation.
* This is a temporary, seasonal, volunteer position that does not include benefits.

**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, and local partners for the prevention of aquatic invasive species spread in New Hampshire’s water bodies.