

Public Access Greeter

Lake Harvey Association

Job Title: Public Access Greeter

Location: Harvey's Lake boating access, West Barnet, Vermont

Our Lake Harvey Association was founded in the 1950's by lake residents who believed it was important that those who love Lake Harvey work together to protect, preserve and enhance the wonderful quality of life that residents and visitors alike enjoy.

General Job Description

As a Public Access Greeter, you will be interacting with members of the public on a day-to-day basis. This position consists of educating access users, inspecting watercraft, and decontaminating watercraft.

Job Duties and Responsibilities

1. Attend annual greeter trainings
 - Recommended that Greeters take the Vermont Invasive Patrollers training. To identify aquatic invasive species in the Harvey's Lake. If trained, inspect access area for any invasives during down time at least three times weekly.
2. Approach **all** boaters/access users, explaining your role as stated in the Greeter Manual before they put their boat or other equipment in the water.
3. Provide informational handouts about aquatic invasive species and boat/trailer cleaning techniques as necessary.
4. Inspect and ensure all plant/animal material is removed before placing the boat in the water. Boat cleaning assistance can only be provided with the boater's consent. You have no legal authority to force individuals to clean their boats. For inspections and cleaning refer to Step 5 of the Vermont Public Access Greeter Manual.
 - Note: If a boater is rude, unruly and/or refuses to comply with the required boat inspection and cleaning, the greeter should record details on an Incident Form (be sure to record the boat/watercraft alpha/numeric registration number) and then call the primary contact person listed in the Greeter Station who will then contact the proper State authorities.
5. Ability to use an iPad
6. Closeout the interaction with the boater and record the inspection in Survey123, using the iPad provided.
7. Remind them to replace the bilge plug.
8. Submit the data you collected using Survey 123. Also record if any plant samples were collected and sent in for further identification.
9. Read and understand the Vermont Public Access Greeter Program Manual.
10. Demonstrate competency on operating hot water decontamination equipment.
11. Weekly hours to be submitted to Town Clerk.

Key Competencies:

Friendliness

Attention to detail in recording data for all watercraft launched and removed.

Accountability to carry out job duties consistently among all boaters.

Reliability and punctuality to the agreed upon work schedule.