

E

APPENDIX E

**Town of Saint Germain 2006 Summer Lakes Coordinator
Position Description**

TOWN OF SAINT GERMAIN, WI

2006 SUMMER LAKES COORDINATOR POSITION DESCRIPTION

Primary Duties and Responsibilities:

Perform the following duties over a period of 440 hours during June, July and August, 2006:

1. Coordinate all aspects of the town-wide volunteer based, public boat landing watercraft inspection program:
 - a. Attend a Clean Boats, Clean Waters training session to become familiar with the objectives and methodology of watercraft inspections
 - b. Recruit, train and schedule volunteer watercraft inspectors
 - c. Supervise volunteer inspectors at the public landings
 - d. Participate in watercraft inspection activities
 - e. Oversee the collection of inspection data by volunteers and upload collected data to the Wisconsin Department of Natural Resources data base
2. Coordinate all aspects of the town-wide volunteer based lake monitoring program:
 - a. Become familiar with Wisconsin Department of Natural Resources guidelines for monitoring lakes for early detection of aquatic invasive species infestations.
 - b. Recruit, train and schedule volunteer lake monitors
 - c. Participate in lake monitoring activities on up to eight town lakes
3. Provide bi-weekly reports to the Saint Germain Town Lakes Committee logging mileage and time spent performing the above tasks.
4. Provide bi-weekly reports to the Saint Germain Town Lakes Committee summarizing the donated time and activities of the volunteer watercraft inspectors and volunteer lake monitors

Position Requirements:

1. Proof of valid driver's license, proof of automobile liability insurance and daily use of an employee provided automobile
2. Basic computer skills and use of an employee provided computer with Internet access
3. Cell phone provided by employee
4. Good self motivational skills
5. Good communication and people skills
6. Leadership and decision making skills
7. Flexible schedule from June 4 through August 30, especially on weekends
8. Access to boat, motor and trailer is desired but not a requirement

Compensation:

1. \$3,520.00 (440 hrs @ \$8.00/hr) to be paid bi-weekly based on time spent (not to exceed 40 hours per week). Final payment to be made upon satisfactory completion of assigned tasks.
2. Town will pay all pre-approved costs for training of employee.
3. Town will reimburse employee for mileage at IRS rate in effect at the time.
4. This is not a contract employment position. This is an employment at will position.