

Boat Cleaning Manager

Posting Date: February 13, 2024

Pay and Schedule Details

- \$25/hour, 6 hours/day, Fridays/Saturdays/Sundays for 15-weeks plus Memorial Day and Labor Day (weather and schedule dependent), non-exempt position
 - Regular Schedule Start*: Memorial Day Weekend, End: Labor Day Weekend
- *Note that some pre-season hours are requested to assist with field season preparations.

Position Description:

Position Summary:

The Lake Leelanau Lake Association (LLLA) is hiring a seasonal employee to manage our four boat cleaning stations, seasonal staff, and volunteers. The work schedule is primarily during the summer, but some additional hours will be requested to participate in the hiring, training, and management of boat cleaning staff, and end-of-season reports.

Maintenance:

The Boat Cleaning Manager (hereon the Manager) will be responsible for maintenance of the boat cleaning stations (training provided) to keep the equipment at our four boat cleaning stations operational and well maintained. Maintenance consists of performing routine checks on oil levels, filters, water levels, and wand operability at all stations, and responding appropriately when issues with the stations arise. Maintenance also includes minimal pulling of weeds and litter removal when present. The manager is expected to be reasonably available to respond to any emergencies at the boat cleaning stations (e.g., wand inoperability, water supply or electrical issues, etc.) and contact the appropriate repair person, therefore, priority will be to hire a manager who resides near Lake Leelanau.

Education & Communication:

There is an educational component to the position that relates to educating staff, boaters, and community members on the importance of inspecting and cleaning their boats properly to prevent the spread of aquatic invasive species (AIS). Duties include talking with boaters, recording and inputting data, instructing boaters and staff on how

to effectively use our boat cleaning stations, and explaining to boaters the threat AIS poses to Lake Leelanau and the steps LLLA is taking to control and remediate them. The Manager is also expected to collaborate with and train volunteers who may also be helping at the boat cleaning stations. AIS educational training materials will be provided, and the Manager is expected to master them. The LLLA will host several events during the summer seeking to educate community members about the importance of preventing the spread of AIS. The Manager will be responsible for planning and attending, helping to organize, and leading these sessions, in collaboration with the LLLA AIS Prevention Committee.

Other Skills & Requirements:

Strong interpersonal skills, a willingness to work outdoors in a variety of conditions, practical mechanical skills, attention to detail, and a background in the natural sciences are preferred. Daily travel to different lake access points is required. Workdays are Friday, Saturday, and Sunday to align with boater traffic. Residence in Leelanau County is required due to the possible need for the Manager to be on-call for occasional boat cleaning station emergencies. The manager must be responsible for his/her own transportation to the area; however, mileage will be reimbursed when traveling between the four boat wash stations on a workday.

Responsibilities

- Maintain boat cleaning stations.
- Coordinate any necessary repairs to boat cleaning stations.
- Respond to emergencies at boat cleaning stations.
- Receive training and become intimately familiar with the operation of each boat cleaning station to be better able to instruct staff, boaters, and volunteers on the proper use of the equipment.
- Rotate to boat launches to educate boaters on AIS prevention and assist staff on busy days.
- Help interview, hire, and develop orientation and training for up to four staff on the operation of the boat cleaning stations and on how best to educate boaters before Memorial Day.
- Coordinate and train volunteers for AIS Boat Wash Events.
- Assist with coordination and execution of AIS prevention-related educational events (State of Michigan's Landing Blitz, AIS Prevention Week Activities, etc.)
- Provide weekly report to LLLA AIS Prevention Program Leader(s).

- Attend an end-of-season recap meeting with LLLA Program Leader(s) and staff to document successes and lessons learned. Explore improvements to the program.
- An additional 40 hours of paid work will be added to perform the following tasks before Memorial Day:
 - Develop a script for staff and volunteers for boater interaction/education
 - Train staff and volunteers
 - Develop and provide a recording system to track metrics
 - Contact DNR Fishing Tournament coordinators in early May to ensure boat cleaning protocols are in place.

Knowledge, experience, and preferred skills

- Willingness to work outside
- Mechanical aptitude
- Safety conscious
- Passion for caring for natural resources
- Highly dependable and punctual
- Team player and self-motivated
- Excellent personal communication skills needed; friendly demeanor is crucial when approaching boaters
- Experience working in public outreach (desired)
- Experience managing a small staff (desired)
- Demonstrated ability to organize and conduct basic data collection, data management, and computer skills
- Background in natural sciences or ability to understand ecological concepts related to AIS (desired)
- Knowledge of aquatic invasive species and/or experience with aquatic species identification (desired)

To apply, please send a resume with a brief statement of interest and a list of three references to LLLA Director of Administration and Programs, Annalise Povolo – annalise@lakeleelanau.org. Applications will be accepted until the position has been filled.

The Lake Leelanau Lake Association is an equal-opportunity employer. We embrace diversity and are committed to creating an inclusive environment for all employees.