

## Job Descriptions: LAKESMART SCREENER & COORDINATOR

### LakeSmart COORDINATOR

#### Responsibilities:

- Attend training session for LakeSmart Screeners and Evaluators.
- Maintain spreadsheet or other record to track program activity (evaluation requests, screener or evaluator to whom the property has been assigned, action dates, property location, owner contact information, commendation and award status). The Maine Lakes Society furnishes a template for this.
- Contact all property owners who have expressed interest in a LakeSmart visit or who might be prospects. Thank these individuals for their interest in protecting the lake and find out the best times for site visit.
- Assign properties to Screeners and pass on scheduling information if property owner has expressed a preference of time and date.
- Track forms and photographs for all completed site visits, review for completeness, and update information on spreadsheet, copy packages and file.
- Forward award candidates to the Maine Lakes Society for review and action.
- Upon notification from Maine Lakes Society will notify homeowner of award or commendation and distribute signs accordingly.
- Recommended Follow-up (Mentoring): routinely review status of evaluations, and contact evaluators and screeners for updates from property owners. Check with former award-winners and commendation recipients, if association decides to support ongoing partnership with homeowners for continuous shore land improvement.

### LakeSmart SCREENER

#### Responsibilities:

- Attend LakeSmart training;
- Plan to conduct a minimum of 5 site visits per summer, allowing 2 to 3 hours each, including write-up and sending to Coordinator;
- Perform screenings and turn in all screening documentation, including photos, promptly;
- Check in with Coordinator regularly to receive assignments;
- Make appointment with property owner;
- Conduct the property screening. Take photos. Thank the homeowner, explain the process, answer questions, and if appropriate make recommendations in person or by written communication afterwards;
- Send completed electronic form and photos to the Coordinator within 1 week of screening date. If the property is a candidate for an award, send photos and form to him/her so that the Coordinator can forward the materials to the Maine Lakes Society evaluator;
- Participate in occasional team meetings or Program evaluation as required by coordinator.

**For more information, contact the Maine Lakes Society at: [info@mainelakessociety.org](mailto:info@mainelakessociety.org)**

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