

Description: AIS Prevention Activities Coordinator

Job Purpose: Accomplishes AIS prevention objectives by coordination of both volunteer and paid inspector activities. Coordinated AIS fund raising activities.

Job Duties:

- Coordinates LSLAA activities with Hubbard County COLA AIS task force, SWCD, and the MN DNR.
- Accomplishes AIS paid inspector staff results by communicating work hours and days to SWCD. Monitors the SWCD monthly inspection reports, and reports results to LSLAA board. Uses data from the road monitor to adjust inspection hours as needed.
- Writes funding request for AIS support to Lake Emma township board, and supplies follow-up reports as required.
- Accomplishes AIS financial objectives by forecasting AIS funding requirements; preparing an annual budget; scheduling expenditures.
- Coordinates volunteer AIS activities on Little Sand Lake, and schedules training as required.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Reports results to the LSLAA board as required, and prepares an overview of AIS activities for the annual meeting.