

## **Job Description Waterfront Information Officer**

Duties to include-

- A. General organization of tide pool parking area
  - 1. Making new lines of individual parking stalls as needed.
  - 2. Light parking area cleanup of cans and trash as necessary.
  - 3. Set-up of orange cones to keep emergency parking area clear.
  - 4. Erecting site canopy for supervisory operations organization.
- B. General Duty Actions
  - 1. Provide a friendly welcome to visitors that establishes a sense of visitation.
  - 2. Once this context is established, to be sure they are aware of the guidelines governing the area, providing first time visitors with a handout description of the Marine Life Conservation District..
  - 3. Help conduct a smooth flow of visitation through the area by assisting with parking of autos, directing visitors of swimming locations, and answering general questions pertaining to the tide pools.
  - 4. Where violations of regulations do occur, bring them to the offender's attention in a firm, but not condescending manner. If offender continues conduct, report description of person or persons to proper agency.
  - 5. Generate a daily written report to the Kapoho Vacationland Board covering an hour by hour accounting of activity during duty hours. This report would include traffic flow, weather, any violations of regulations that occur, license numbers of offender's autos and descriptions and names of offenders (when possible).
- C. Duty days and hours
  - 1. Days of duty would be generally set as each Saturday, Sunday and holidays. However, other additional days can be requested as deemed needed by the Kapoho Vacationland Board.
  - 2. Hours would be set by the board, but are currently 10:00 AM to 6:00 PM on duty days totaling 8 hours.
- D. Compensation and payment
  - 1. Supervisory position would be of an "independent contractor" nature. This means that "contractor" would be responsible for his own health insurance, payment of applicable employment taxes, State and Federal, as well as worker's compensation insurance as "contractor" sees fit. "Contractor" will be required to sign a "Hold Harmless" agreement with the Board relinquishing them of any liability resulting from "contractor's" performance of duties.
  - 2. "Contractor" would receive a "1099 Statement of Compensation" from the Board no later than January 31 of each year covering any compensation paid to "contractor" during the previous 12 calendar months.
  - 3. "Contractor" will provide Board with social security number and proper identification proofs of same.
  - 4. Regular compensation to "contractor" would be paid at a rate of \$14.00 per hour of duty, except for holiday, which would be paid at a rate of \$21.00 per hour of duty.
  - 5. Payment to "Contractor" by Board will be on a once a month basis upon receipt of invoice, but not later than the 10<sup>th</sup> of each month, for all hours of duty performed the previous calendar month.