

NYS Parks Boat Steward Program



Megan Phillips & Patty Wakefield-Brown
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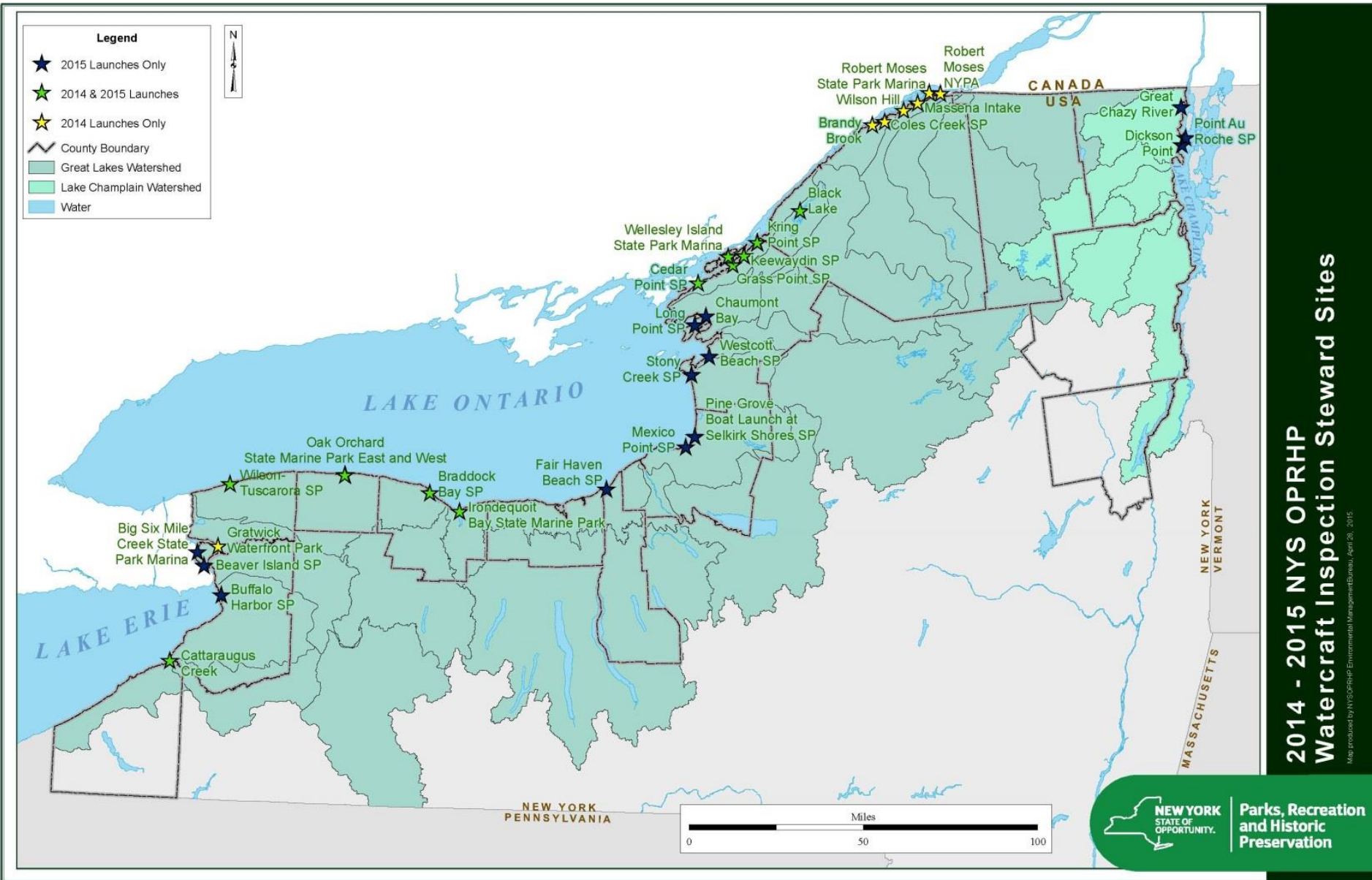


**Parks, Recreation
and Historic Preservation**

Overview

- **Sites**
- **Funding**
- **Budget**
- **Staffing Structure**
 - **Timeline**
- **Data Collection**
- **Corps Projects**
 - **Future Plans**
- **Advice for New Programs**

Sites



Funding

- **Great Lakes Restoration Initiative**
 - **Application process is time consuming**
 - **Quarterly reporting requirements**
- **Ocean & Great Lakes Funds**
 - **Federal \$ administered through the Dept. of State**
 - **Only available to state agencies**

2014-15 Annual Budget

- **Personnel: 1 coordinator, 1 lead steward, 10 stewards**
 - **Cost per steward is approximately \$15,000**
 - **Hired for 20 weeks at \$12.52/hour**
 - **Fringe rate is 55.48%**



2014-15 Annual Budget

- **Supplies**

- **\$8,000/year for 10 stewards**
- **Includes uniforms, informational handouts, bobbers, key chains, sunglasses straps, tables, chairs, canopies**

- **Travel**

- **\$7,000/year**
- **Includes travel associated with training (Paul Smiths College), corps projects, meals, coordinator/lead steward visits, attendance at conferences, rental car for lead steward, mileage reimbursement (optional)**

2014-15 Annual Budget

***Coordinator & lead steward (year-round)= \$120,000**

***10 stewards (20 weeks) = \$150,000**

Supplies = \$8,000

Travel = \$7,000

TOTAL = \$285,000

***Personnel costs include fringe rate of 55.48%**

Staffing Structure 2014-15

PROGRAM COORDINATOR – BASED @ CENTRAL OFFICE IN ALBANY

- ✓ Directly supervise Lead Boat Steward, co-supervise 10 seasonal boat stewards
 - ✓ Visit stewards at boat launch sites on a biweekly basis
 - ✓ Plan/implement training
 - ✓ Manage program budget
 - ✓ Manage and analyze data
- ✓ Submit project reports to Environmental Protection Agency

LEAD BOAT STEWARD – BASED @ HAMLIN BEACH STATE PARK

- ✓ Directly supervise 10 seasonal boat stewards
- ✓ Visit steward at boat launch sites on a weekly basis
 - ✓ Plan/implement training
 - ✓ Correspond with stewards daily
- ✓ Purchase and replenish steward supplies
- ✓ Data quality control/quality assurance

10 BOAT STEWARDS – BASED @ VARIOUS BOAT LAUNCHES

ACROSS THE GREAT LAKES

- ✓ Conduct voluntary watercraft inspections
 - ✓ Collect data
 - ✓ Educate patrons about AIS
- ✓ Participate in group AIS control projects
- ✓ Public outreach at fishing tournaments, other events

REGIONAL STAFF – VARIOUS LOCATIONS

Regional Directors:

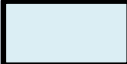
- ✓ General oversight of program
- ✓ Recommend boat launch sites for coverage

Park Managers:

- ✓ On-site supervision of stewards
 - ✓ Respond to emergencies
- ✓ Recommend boat launch sites for coverage

Administrative Staff:

- ✓ Set up stewards on payroll
 - ✓ Enter time cards
 - ✓ Issue paychecks

 Paid through federal grant

 Paid through NYS Parks

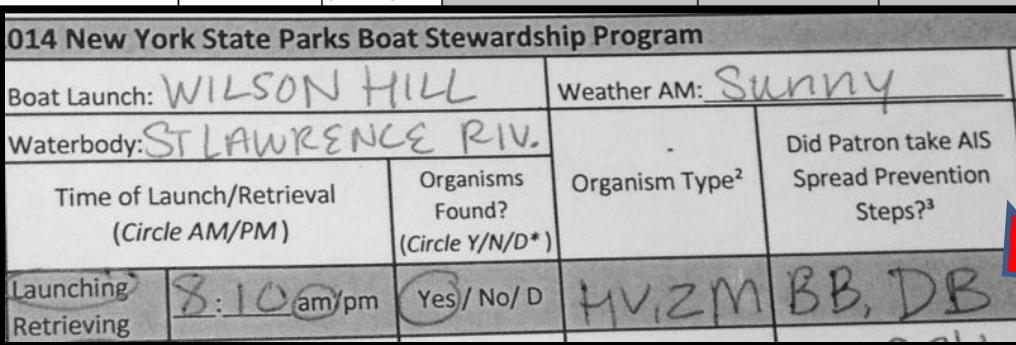
Timeline of Events

2015 NYS Parks Boat Steward Program Timeline

Task	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
<i>Post employment announcement</i>										PROGRAM COORDINATOR ON VACATION		
<i>Review applications</i>												
<i>Conduct interviews</i>												
<i>Call applicant references, make final hiring decisions</i>												
<i>New employee list to Human Resources, add to payroll</i>												
<i>Four-day training @ Hamlin Beach & Paul Smith's College</i>												
<i>Stewards on site Thurs-Sun, 10 hours/day</i>												
<i>Participate in group AIS control projects (i.e. water chestnut harvest) with partner orgs</i>												
<i>Public outreach at fishing tournaments, events</i>												
<i>Weekly check-in meetings each Thursday via phone</i>												
<i>Biweekly/weekly visits from lead steward/coordinator</i>												
<i>Data QA/QC</i>												
<i>Grant funding ends</i>												
<i>Data analysis</i>												
<i>Report writing</i>												
<i>Program evaluation</i>												

PRE SEASON TASKS
 BOAT STEWARDS ON DUTY
 POST SEASON TASKS

- **Paper field sheets vs. Samsung Galaxy tablets**

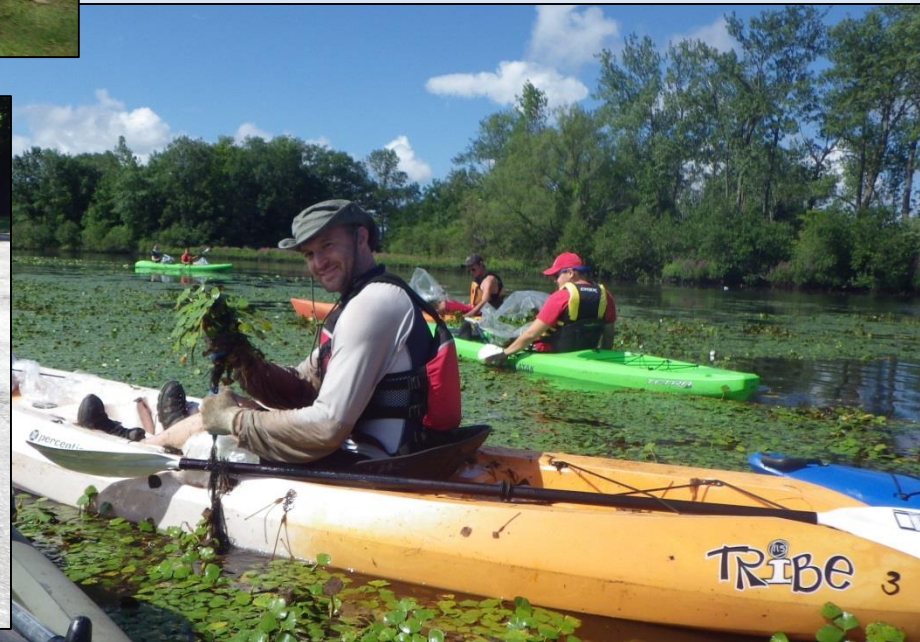


Corps Projects

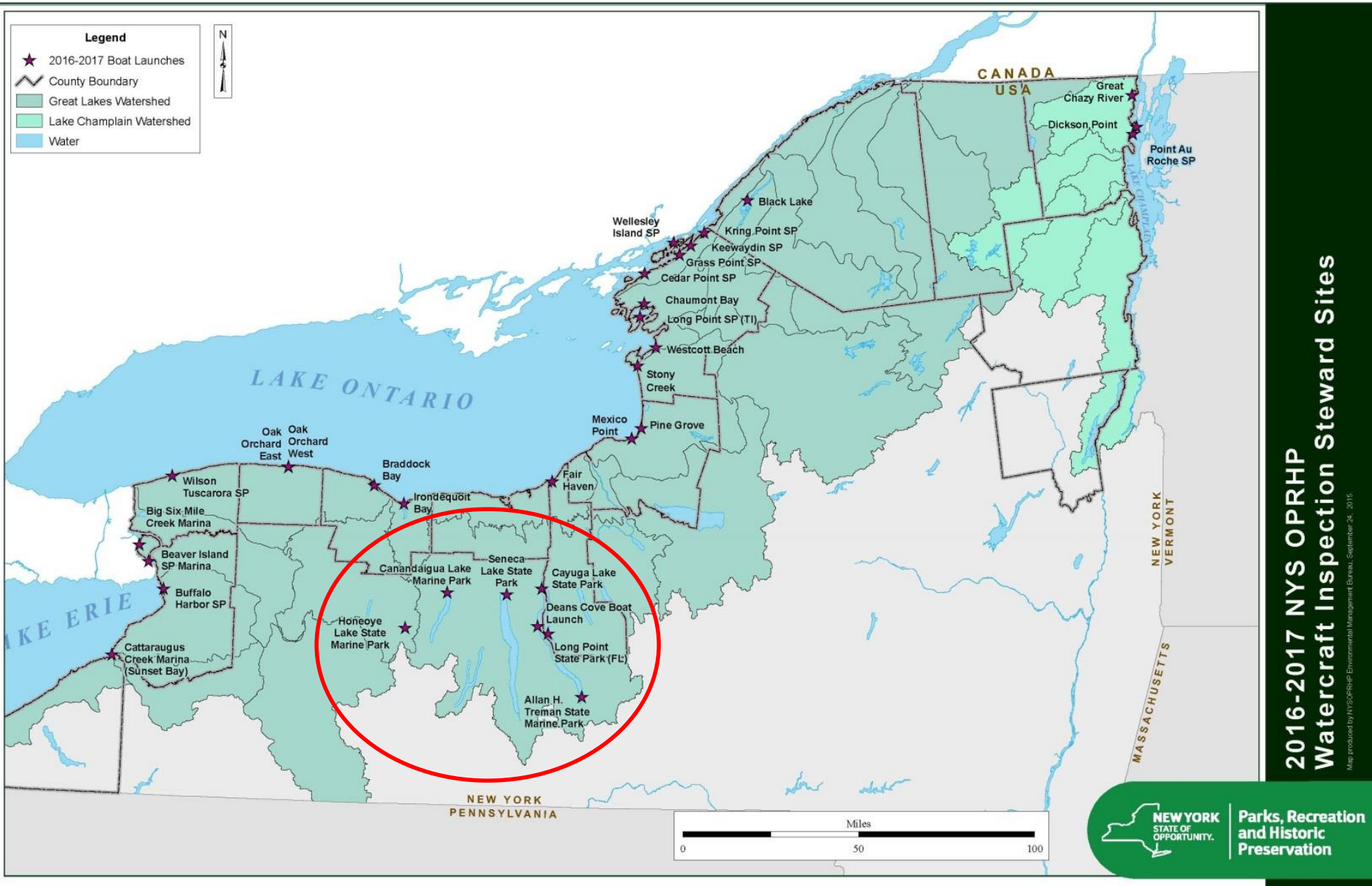
- **Stewards & volunteers removed 240 garbage bags (~9,600 lbs) of wet water chestnut biomass from Grindstone Marsh @ Selkirk Shores State Park**



Corps Projects



Future Plans



Advice to New Programs

- **Don't bite off more than you can chew**
- **Lay out guidelines for the stewards EARLY**
- **Avoid reinventing the wheel**
 - **You can get field sheets, budget templates, job announcements/circulation lists, supply lists, etc. from other program leaders**
- **Be honest about the position**
 - **Must be able to work independently**

Contact Information

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