



**Environmental
Traveling
Companions**

Fort Mason Center
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**Job Announcement
Program Associate
Rafting Program for People with Special Needs**

Description of the Agency

ETC is a non-profit, volunteer based organization that provides wilderness and environmental education experiences for people of all abilities, including people with special needs. The organization's primary goal is to provide access to the wilderness to people of all abilities and to promote self-esteem, self-sufficiency, and a greater appreciation for the environment.

Description of Position

The Program Associate will work under the supervision of the River Program Manager, at the ETC River Camp on the South Fork of the American. Daily duties will include answering phone calls from the general public, mailings, ongoing outreach and follow-up with client groups, confirming guides and trip leaders on trips, and general office work as needed. Complete appropriate paperwork in a timely and professional manner. Responsible for cash accounts and maintenance of relevant records. Provide leadership on whitewater rafting trips for special populations on the South Fork American, with occasional trips to Klamath river. Work with a management and intern team to run a successful rafting program

Qualifications Desired

Must possess excellent communication, organizational and problem solving skills. Must be comfortable working with people from diverse backgrounds, have a flexible attitude, be able to juggle multiple tasks, be enthusiastic and able to work independently. Experience in rafting and outdoor therapeutic recreation or environmental education preferred but not necessary. Computer literacy a must. CPR and First Aid training are required before your first trip.

Availability: March through September, 2008.

Salary: (DOE) plus free room, partial board and Swift Water Rescue Training. Whitewater raft guide training begins Friday evening March 21st, River training runs Saturday, March 22nd through the following Sunday, March 30th, 2008.

Application Deadline: March 1st, 2008.

To Apply: Please send resume and cover letter to:

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