

# ***Environmental Traveling Companions Sea Kayaking Program Assistant***

**Organization:** Environmental Traveling Companions

## **Description of the Agency**

ETC is a non-profit organization that provides accessible wilderness and environmental education experiences for special populations and the general public. We also work with many school and corporate groups. 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**

20 hours a week. The Sea Kayak Program Assistant will work under the supervision of the Sea Kayak Program Manager in our San Francisco office.

**Administrative:** The Program Assist. will learn the operations of a non-profit volunteer-based organization providing therapeutic recreation programs. Daily duties will include outreach to groups, individuals and agencies, booking guides and trip leaders on trips, answering phone calls from the general public, data entry, follow up to trips, and general office work. Special projects may include assisting with coordinating of trainings, updating training and resource manuals, and organizing education evenings for guides.(approx. 2/3 of internship)

**Field:** Program Asst. will guide on kayak trips when needed (approx. 1/3 of internship)

## **Qualifications Desired:**

We are looking for a person who has a desire to develop leadership skills; has communication, organization, and problem solving skills; has good phone skills; is able to work independently; is comfortable working on multiple projects; has a flexible attitude; and is enthusiastic about ETC's programs and mission. Mac computer skills or the willingness to learn them essential. Kayaking experience is not necessary, but would be welcomed. Able to participate on occasional overnight sea kayak trips.

## **Term**

Start: April 1, 2006

End: September 31, 2006

Possibility for unpaid time off during the season if desired

## **Compensation**

\$800 a month

Complimentary five day Sea Kayak guide school and 2 day disability awareness training;  
Applications accepted until position filled.

## **Contact**

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