



Environmental Traveling Companions

Position Description: River Program Operations Manager

Description of Organization: ETC is a non-profit, volunteer based organization that provides outdoor adventure and environmental education experiences for people of all abilities. ETC conducts Sea Kayak, Whitewater Rafting, and Cross Country Skiing trips for youth and adults from under-resourced backgrounds and people with disabilities as well as extended Youth Leadership Programs for disadvantaged youth.

Position Title: River Program Operations Manager

Position Description: The River Program Operations Manager is responsible for the day-to-day management of the ETC River Camp. The Operations Manager also assists with overseeing the live-in staff, leads on-river training including planning and delivery of springtime training, provides staff and volunteers with regular performance feedback. The Operations Manager likewise oversees the logistics of the camp: ensuring that trips are operated in an efficient and effective manner. This includes camp maintenance, river equipment care and repair, and oversight of the fleet of ETC vehicles. The Operations Manager is jointly responsible for program risk management: Ensuring that all safety procedures are followed, overseeing check out runs for new Guides, and responding to incidents that arise. The Operations Manager will also Guide and Trip Lead whitewater rafting trips for diverse groups of participants. This is a residential position at the ETC River Camp, Lotus, CA.

Duties & Responsibilities:

- Physical oversight of the Environmental Traveling Companions River Camp
- Helps supervise Live-In Trip Leader and Senior Trip Leader positions
- Offer support to Volunteer Guides and Trip Leaders
- Act as a Trip Leader (Head Guide) on one to three day whitewater rafting trips for diverse groups of participants
- Organize and lead trainings for new and current volunteer and paid staff
- Assess the skills of trainees and Assistant Guides by conducting check-out runs
- Supervise the upkeep and maintenance of program equipment and vehicles
- Conduct regular equipment inventory
- Drive company vehicles and comply with Environmental Traveling Companions Driver's Policies
- In collaboration with the Program Manager assist with overseeing vehicle drivers and implement Environmental Traveling Companions Driver's Policies
- Assist with on-site risk management
- Participate in program and self evaluation at mid-season and end of season
- Other duties as assigned
- Set standards for river etiquette

Qualifications:

- Enthusiasm for sharing the outdoors with people of all abilities and backgrounds
- Experience supervising staff required, experience supervising volunteers preferred
- Excellent communication, problem solving, and organizational skills
- **3+ years guiding Class III/IV rivers and experience working in a Head Guide role**
- Experience guiding paddle rafts and oar rafts
- Experience operating large vehicles and pulling trailers, commercial drivers license strongly preferred
- Swiftwater rescue certified
- Current CPR and Wilderness First Aid certifications, WFR or WEMT preferred

Term:

- Start Date: May 1, 2021
- End Date: September 30, 2021
- During the first 2 weeks of May and the month of September work may become part-time and will be paid per diem

Commitment: 22 or 23 days per month, with 8 days off scheduled no later than the first day of the month

Reports To: River Program Manager

Compensation:

- Competitive monthly salary, depends on experience
- Tent platform living space and partial board

Criminal Background Check: Employment with ETC is contingent upon a criminal background check

Motor Vehicle Record Check: Employment with ETC is contingent upon a motor vehicle record check

Work & Living Location: River Program staff live on covered, open-air platforms at the ETC River Camp in Lotus, California

Application Closing Date: March 31, 2021

To Apply: Submit cover letter and resume with three references via email to riverprogram@etctrips.org with the subject line "River Program Operations Manager application".