



**Environmental Traveling Companions  
Sea Kayak Program  
Program Associate  
Job Announcement**



**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 under-resourced youth.

**Position Description**

The Program Associate position is a seasonal 6-month position. The Program Associate is responsible for supervising and training volunteers and other seasonal staff, for the management of program operations on San Francisco and Tomales Bays, for leading sea kayak trips from one to five days in length, for developing and teaching environmental education curriculum, and for providing administrative support as assigned.

**Duties & Responsibilities**

- 50% Acting as Trip Leader/Head Guide on trips and trainings
  - Lead and mentor a team of guides and interns to facilitate one to five day sea kayak trips in variable conditions for people with special needs, under-resourced youth, and benefit groups
  - Facilitate activities focusing on group development, kayak instruction, environmental education, and human and natural history
  - Provide safe, educational, and fun outdoor experiences for ETC participants
  - Organize and lead environmental education trainings for new and current volunteer and paid guides
  - Further develop environmental education resources and role model stewardship oriented curriculum
- 50% Maintaining program facilities and equipment, and providing logistical/administrative office support to the Sea Kayak Program Manager
  - Oversight of San Francisco Bay and Tomales Bay equipment storage locations
  - Assist in managing program logistics including equipment purchasing and sales, developing menus and conducting food buys, and moving equipment between program sites
  - Assist with administrative duties such as booking trips, trip staffing, pre-trip communications, and post-trip follow-up
  - Drive company vehicles to transport equipment and support program logistics
  - Other logistical and administrative duties as assigned

**Qualifications**

- 2+ years sea kayak guiding experience
- Previous experience in kayak trip leader role (managing a team of guides) highly desired
- 2+ years environmental education experience highly desired, preferably with both youth and adults
- Proven ability to set a positive tone while supervising diverse groups of people, preferably in an outdoor education setting

- Enthusiasm for sharing the outdoors with people of all abilities and backgrounds
- Excellent organization, communication, and problem solving skills
- Able to work independently and comfortable working on multiple projects at a time
- Experience working with youth or special needs programs a plus
- Demonstrated office and administrative skills (MS Office, database, staff and/or volunteer management), with a high level of attention to detail
- Ability to communicate professionally over the phone with agency partners and guides
- Have a valid driver's license, willing to adhere to ETC Driving Policies, experience driving large vehicle and trailers, and access to a personal vehicle
- CPR and First Aid Certified (WFA or WFR strongly preferred)
- Ability to lift up to 50 pounds

**Training**

- Participation in ETC's Sea Kayak Guide School in May 2021 (if available)
- Participation in ETC's Inclusion Training in May 2021
- Individual training from Sea Kayak Program Manager
- Ongoing skills development throughout employment

**Term & Commitment**

- May 1, 2021 to October 31, 2021
- Twenty-two days per month. The Program Associate will be asked to work on weekday and weekend days and on overnight trips.
- Up to three weeks of unpaid time off can be scheduled during the season and should coincide with program needs

**Reports To**

- Sea Kayak Program Manager

**Compensation**

- Monthly salary DOE. If more or less than 22 days are worked in a month, pay will be pro-rated accordingly.
- The ability to check out ETC sea kayak equipment for personal use (subject to ETC boat use policy)
- Access to ETC's pro purchase programs with various outdoor equipment manufacturers

**To Apply:** Submit resume with 2-3 references and a detailed cover letter explaining why you are an ideal match for this position via email, fax, or post to Rose Livermore, Sea Kayak Program Manager by March 15, 2021.

Environmental Traveling Companions  
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