



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



**Description of Organization**

ETC is a non-profit, volunteer-based organization that conducts Sea Kayaking, Whitewater Rafting, and Cross Country Skiing trips for youth from under-resourced backgrounds and people of all ages with disabilities. We also conduct extended Youth Leadership Programs for teens from diverse and under-resourced youth.

**Position Description**

The Program Associate position is a seasonal 7-month position. The Program Associate is responsible for: helping to supervise and train volunteers and interns; leading 1-3-day sea kayak trips on San Francisco and Tomales Bays; developing and teaching environmental education curriculum; and providing administrative support with agency and guide communication and trip logistics

**Duties & Responsibilities**

- 50% Trip Leader on trips and trainings
  - Lead and mentor a team of guides and interns to facilitate 1-3 day sea kayak trips for people with special needs, under-resourced youth, and benefit groups
  - Facilitate activities focused on team development, kayak instruction, environmental education, and human and natural history
  - Provide safe, educational, and fun outdoor experiences for ETC participants
  - Assist with organizing and teaching environmental education and stewardship trainings for new and current volunteer guides
  - Further develop environmental education resources and curriculum
- 50% Providing administrative and logistical support to the Sea Kayak Program Manager
  - Assisting with volunteer guide communications and outreach
  - Assist with trip staffing
  - Planning trip logistics with client agencies and partners
  - Preparation of Trip Leader packets
  - Assisting with trip evaluation and follow up
  - Other administrative and logistical 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 access to a vehicle to travel to San Francisco, Sausalito, and Inverness, CA for office work and trips
- CPR and First Aid Certified (WFA or WFR strongly preferred)

### **Training**

- Participation in ETC's Sea Kayak Guide School in April 2022
- Participation in ETC's Inclusion Training May 14-15, 2022
- Individual training from Sea Kayak Program Manager
- Ongoing skills development throughout employment

### **Term & Commitment**

- April 1, 2022 to November 15, 2022
- Twenty-two days per month. The Program Associate will be asked to work on weekday and weekend days and on overnight trips.
- Up to two 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 cover letter and resume with a list of references via email to:

Sea Kayak Program Manager by March 1, 2022.

Email: [kayak@etctrips.org](mailto:kayak@etctrips.org) and [diane@etctrips.org](mailto:diane@etctrips.org)

Web: [www.etctrips.org](http://www.etctrips.org)