

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



**Organization:** Environmental Traveling Companions (ETC) is an established and respected nonprofit, community-based organization that makes the joy and challenge of outdoor adventures accessible to people with disabilities and under-resourced youth, inspiring self-confidence, connection to nature, and stewardship of the environment. ETC's sea kayaking, whitewater rafting, cross-country skiing, and Youth LEAD programs annually enable over 3,000 participants to enjoy educational and transformational outdoor adventures.

**Position: Sea Kayak Program Manager**

ETC is seeking an outstanding candidate with a track record in outdoor adventure program leadership, administration, environmental education, volunteer management, and community building. The Sea Kayak Program Manager is responsible for delivering safe, educational, and fun sea kayak trips for groups of diverse participants, including the oversight of all program operations and administrative tasks. This is primarily a management position, but also requires field time training volunteers and seasonal staff, and leading kayak trips. At ETC we are passionate about building and sustaining an inclusive and equitable working environment and we welcome applicants with diverse experiences and backgrounds.

**Duties and Responsibilities:** The Sea Kayak Program Manager reports to the Executive Director and is responsible for the following duties and responsibilities:

- Work to continue building a talented, dedicated, and fun community of volunteer guides and staff dedicated to ETC's mission and the Sea Kayak Program
- Recruit, train and manage volunteers, interns, and seasonal staff
- Develop and implement environmental educational components of the program
- Conduct outreach for agency partners and individual participants
- Develop trip bookings and annual trip and training schedule
- Maintain and build outstanding relationships and collaborations with client agencies and schools
- Trip follow-up including: guide and agency trip evaluations, communication and equipment status
- Manage program budget and maintain trip records for accounting and reporting purposes
- Oversee purchase and maintenance of sea kayak equipment and facilities
- Conduct risk management and evaluation of the program along with recommendations for change
- Serve as a member of ETC's Risk Management Team
- Develop and serve on Sea Kayak Committee
- Provide leadership on 1-3-day sea kayak trips, with occasional longer adventures

**Desired Qualifications:**

- Extensive outdoor leadership experience
- Passionate about ETC's mission and building a dedicated sea kayak community
- At least 2 years guiding and leading sea kayak and other outdoor trips
- Experience leading and facilitating trainings in the outdoors
- Environmental education expertise
- WFA and CPR certification, WFR/WEMT preferred
- Experience working with people with disabilities and underserved youth preferred
- Experience with volunteer recruitment and management
- Proven managerial and administrative skills
- Experience with program outreach, marketing, and development
- Excellent verbal and written communication skills
- Computer literacy; experience with Salesforce preferred
- Self-motivated and good problem-solving skills

**Compensation:** DOE; Full-time with excellent benefits including paid vacation, health and dental insurance, 403b retirement plan, free day passes to Planet Granite gym

**Available:** Position open until filled

**To Apply, please submit the following:**

- Resume
- Cover letter expressing why you are an excellent candidate for this position and how it fits into your professional goals
- Three references with names, emails and phone numbers

Send via email to: [kayak@etctrips.org](mailto:kayak@etctrips.org) & [Diane@etctrips.org](mailto:Diane@etctrips.org)

Subject: Sea Kayak Program Manager Search

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