



**Environmental Traveling Companions  
Sea Kayak Program  
Sea Kayak Trip Leader  
Job Announcement**



**Description of Organization**

ETC is a nonprofit, volunteer-based organization that provides outdoor adventure and environmental education experiences for people of all abilities. ETC conducts one- to three-day 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 Sea Kayak Trip Leader is a contracted, seasonal position with a flexible commitment between April-November 2023. The Trip Leader will work collaboratively with a team of guides to facilitate all aspects of ETC trips including on-water guiding, camp setup, meal preparation, natural history interpretation and environmental education, and trip preparation and clean-up. The Trip Leader is responsible for leading sea kayak trips, collaborating with agency partners to complete trip goals, overseeing trip logistics, and supervising volunteers and other seasonal staff.

Trips are conducted on San Francisco and Tomales Bays. Most trips are 1-2 days, with some longer trips possible. The position requires a flexible schedule and weekend availability—trips will be agreed upon on a monthly basis. The ideal Trip Leader can make a commitment of 8-12 days/month during the peak season (June-September).

Though the Trip Leader role is a field-based position, additional opportunities for administrative support may be available for interested applicants. Responsibilities could include assisting the Program Manager with pre- and post-trip communications, agency and volunteer outreach, and trip staffing.

**Duties & Responsibilities**

- 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
- Provide safe, educational, and fun outdoor experiences for ETC participants
- Evaluate on-water conditions and group abilities to make decisions on safety specific to common ETC trip locations (Sausalito Waterfront and crossings to Angel Island, Tomales Bay from Heart's Desire to Marshall, Tomales, and other beaches)
- Respond appropriately to incidents and hazards throughout the trip
- Outfit participants and demonstrate proper use of kayak equipment
- Facilitate activities focusing on group development, kayak instruction, environmental education, and human and natural history
- Set up and break down trips, including transporting and cleaning kayaks and gear
- Delegate roles appropriately and provide basic instruction and constructive feedback to Guides
- Organize and support environmental education trainings and kayak skills trainings for new and current Guides
- Further develop environmental education resources and role model stewardship-oriented curriculum

## **Qualifications**

- 1-2 years sea kayak guiding experience
- Comfort with basic paddle strokes, knowledge of how to self-launch and land in surf less than one foot, how to assist with launching and landing of a participant boat, reliable self-rescue and assisted rescue techniques, towing, and ability to read and interpret tides and currents.
- Previous experience in kayak trip leader role (managing a team of guides) highly desired
- Previous environmental education experience highly desired
- 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.
- Experience working with youth or people with disabilities a plus
- Ability to communicate professionally over phone and email with partners and guides
- Reliable transportation to Sausalito and Inverness
- CPR and First Aid Certified, or willingness to get certified before starting the position (Wilderness First Aid or Wilderness First Responder strongly preferred)
- Ability to lift up to 50 pounds

## **Training**

- Participation in ETC's Sea Kayak Guide School
  - April 1-2 in Tomales Bay
  - April 14-17 in Sausalito/Angel Island
  - March 29, April 12, April 26 - Virtual Evening Sessions
- Participation in ETC's Inclusion Training
  - May 20-21 in at ETC's river camp, Coloma CA
- Individual training from Sea Kayak Program Manager
- Ongoing skills development throughout employment

## **Term & Commitment**

- Flexible commitment between April and November 2023
- 8-12 days/month during peak season (June-August), with negotiable commitment for the remainder of the program season

## **Reports To**

- Sea Kayak Program Manager

## **Compensation**

- \$120-150/day, DOE
- Use of 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 references via email to Andrew Miller, Sea Kayak Program Manager: [kayak@etctrips.org](mailto:kayak@etctrips.org)