



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

**Description of 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 Description**

The Sea Kayak Trip Leader is a contracted, seasonal position with a flexible commitment between June-November 2024. 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.

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**

- Individual training from Sea Kayak Program Manager
- Ongoing skills development throughout employment
- Inclusion Training weekend at our river camp location

## **Term & Commitment**

- Flexible commitment between June and November 2024
- Negotiable monthly commitment ranging from full time work to 5 days per month

## **Reports To**

- Sea Kayak Program Manager

## **Compensation**

- \$150/day starting rate, 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

## **How to Apply, please submit the following:**

Interested candidates should submit their resume, a cover letter detailing their relevant experience, and references to: [programdirector@etctrips.org](mailto:programdirector@etctrips.org)

At Environmental Traveling Companions, we believe that diversity and inclusion are fundamental to our success. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We encourage applications from candidates of all races, ethnicities, genders, religions, sexual orientations, disabilities, and ages.