

Environmental Traveling Companions Job Announcement

Job Title: Sea Kayak Program Manager

Location: Fort Mason, San Francisco (Hybrid)

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.

Job Summary

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 primarily from our base of operations in Sausalito and Tomales Bay. At ETC we are passionate about building and sustaining an inclusive and equitable working environment and we welcome applicants with diverse experiences and backgrounds, being bilingual a plus. This is a hybrid position requiring two days in the office, and some weekend work.

Key Responsibilities:

With support from the Program Director and the whole ETC team the Sea Kayak Program Manager is responsible for the following duties and responsibilities

- **Program Delivery:** Develop and implement comprehensive sea kayak programs, including courses, tours, and expeditions, with a focus on environmental education. Our trips are accessible to people of all abilities and backgrounds and serve very diverse groups. Provide leadership on 1-3-day sea kayak trips, with occasional longer adventures
- **Staff Management:** Recruit, train and support a team of volunteers, interns and seasonal guides. Ensuring all guides have the necessary skills and are prepared to deliver safe and engaging experiences for our community.
- **Safety and Risk Management:** Be an active and engaged member of ETC's Risk Management Team. Establish and maintain safety protocols, conduct risk assessments, and ensure all participants and guides adhere to our safety guidelines and policies.
- **Equipment and Resource Management:** Manage and maintain equipment and resources, ensuring they are in excellent condition and readily available for programs.
- **Community Engagement:** Foster positive relationships with ETC's talented and diverse community working closely with our large network of volunteers, program partners and participants. Lead ETC's Sea Kayak Committee

- **Budget Management:** Manage program budgets, ensuring cost-effectiveness and financial sustainability.
- **Environmental Educational:** Develop and implement environmental educational components of the program that promote connection to nature, and stewardship of the environment.
- **Outreach:** Conduct outreach for agency partners and individual participants. Maintain and build outstanding relationships and collaborations with partner agencies, individuals and schools groups

Desired Qualifications:

- Bachelor's degree in Outdoor Recreation, Environmental Science, or a related field (or equivalent experience)
- A minimum of 2 years guiding and leading sea kayak and other outdoor trips
- Relevant certifications, such as ACA Sea Kayak Instructor, Wilderness First Responder/ CPR
- Passionate about ETC's mission and building a dedicated sea kayak community
- Experience leading and facilitating trainings in the outdoors
- Environmental education expertise 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:

Starting salary \$66,560 annually, commensurate with the candidate's qualifications and experience, Full-time exempt position with excellent benefits including paid vacation, health and dental insurance, 403b retirement plan, access to extensive outdoor pro-deal discounts

Available: Position open until filled

How to Apply, please submit the following:

Interested candidates should submit their resume, a cover letter detailing their relevant experience, and references to Daniel Berger: 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.

Website: www.etctrips.org