



Environmental Traveling Companions
etc Job Announcement

Job Title: Sea Kayak Operations Manager (Full time, year round)

Location: San Francisco, Tomales Bay, CA

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

The role of Sea Kayak Operations Manager is a full time year round position. The Operations Manager is the right hand person to the Sea Kayak Program Manager, responsible for supervising and training volunteers and other seasonal staff, leading sea kayak trips on San Francisco and Tomales Bays, management of program operations, point person on equipment maintenance, and providing administrative support, such as pre- and post-trip communications, agency and volunteer outreach, and trip staffing.

The Operations Manager works closely with the Sea Kayak Program Manager, 1-3 seasonal Interns, and ETC's volunteer Trip Leaders and Guides. Please note some weekend work is required as many of ETC's trips and events are based on weekends. A lighter workload and options for extended vacation time exist through the winter months.

Duties & Responsibilities

The Operations Manager will frequently lead trips from our Sausalito and Tomales Bay locations. Office work can be completed remotely or from ETC offices in Fort Mason with the expectation to work from the office 1-2 days per week depending on the time of the year.

50% Acting as Trip Leader on trips and trainings

- Lead and mentor a team of guides and interns to facilitate one- to five-day sea kayak trips in variable conditions for people of all abilities and youth from under resourced backgrounds
- Provide safe, educational, and fun outdoor experiences for ETC participants
- Evaluate on-water conditions and group abilities to make decisions on safety
- Facilitate activities focusing on group development, kayak instruction, environmental education, and human and natural history
- Organize and support environmental education trainings and kayak skills trainings for new and current Guides
- Further develop environmental education resources and facilitate stewardship-oriented curriculum

25% Managing program facilities and equipment and providing logistical support

- Oversight of San Francisco Bay and Tomales Bay equipment storage locations
- Responsible for the upkeep, maintenance, and inventory of kayaks and other program gear and equipment
- Assist in managing program logistics including equipment purchasing and sales, developing menus and conducting food buys, and moving equipment between program sites
- Drive company vehicles to transport equipment and support program logistics

25% Providing administrative and logistical support to the Sea Kayak Program Manager

- Assist with volunteer guide communications and outreach
- Assist with trip staffing
- Plan trip logistics with client agencies and partners
- Prepare pre-trip communications with Trip Leaders and Guides
- Assist with trip evaluation and follow-up
- Support cleanup, organization, and maintenance projects at storage facilities and overnight locations
- Other administrative and logistical duties as assigned

Required Skills Qualifications

- 1+ year sea kayak guiding experience
- 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.
- Able to work independently and comfortable working on multiple projects at a time
- Reliable transportation to Sausalito, CA, and Inverness, CA for site work and trips.
- CPR and First Aid Certified, or willingness to get certified before starting the position
- Ability to lift up to 50 pounds
- Excellent verbal and written communication skills

Preferred Skills

- Relevant certifications, such as ACA Sea Kayak Instructor, WFA or Wilderness First Responder/ CPR
- Previous experience in a kayak trip leader role (managing a team of guides)
- Experience with boat maintenance, carpentry, or related repair skills, or desire to learn
- Previous outdoor and/or environmental education experience highly desired
- Experience working with youth or people with disabilities a plus
- Experience driving large vehicles and trailers preferred

Training

- Participation in ETC Trip Leader Training - March 2-3, 2024
- Participation in ETC's Sea Kayak Guide School - April 6-7 & 20-23, 2024
- Participation in ETC's Inclusion Training - May 18-19 at ETC's river camp, Lotus CA
- Individual training from ETC staff
- Ongoing skills development throughout employment

Compensation:

Starting salary range \$46,000 – \$51,000 commensurate with the candidate's qualifications and experience, Full-time 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, preferred start date: March 1st, 2024

How to Apply, please submit the following:

Interested candidates should submit their resume and cover letter detailing their relevant experience and your connection to ETC's mission to Daniel Berger: programdirector@etctrips.org

ETC serves a diverse range of populations, and we strongly encourage applicants of all races, ethnicities, genders, religions, sexual orientations, abilities, and ages to apply!