



Sea Kayak Field Internship

Environmental Traveling Companions

Description of Organization

ETC is a non-profit, volunteer-based organization that provides outdoor adventure and environmental education experiences for people of all abilities. ETC conducts Sea Kayak & Whitewater Rafting trips for youth and adults from under-resourced backgrounds and people with disabilities as well as extended Youth Leadership Programs for youth from underserved communities.

Position Description

The Field Intern role is a seasonal 3- to 6-month position. The Field Intern will be trained as an adaptive sea kayak guide on single day to multi-day sea kayak trips on San Francisco Bay and Tomales Bay for people with disabilities and youth from under-resourced backgrounds. The Field Intern may also assist the Sea Kayak Program Manager with administrative projects as needed.

The Field Intern works closely with the Sea Kayak Program Manager, Sea Kayak Operations Manager, 1-2 other seasonal Field Interns, and ETC's volunteer Trip Leaders and Guides.

Key responsibilities

- Seek to provide meaningful outdoor experiences for ETC participants.
- Work within a team of guides to ensure trips are operated in a safe manner.
- Paddle in a double or triple kayak with ETC participants. After successful completion of check out process, interns can paddle in a single kayak.
- Aid with trip logistics including but not limited to: food buys and preparations, equipment preparation and maintenance, and cleaning/organizing storage facilities and overnight locations.
- Facilitate activities focused on teamwork and group development, kayak skills instruction and navigation, and environmental education including human and natural history of San Francisco and Tomales Bay.
- Occasionally assist with administrative tasks including trip preparation/follow-up and communication with agencies, participants, and volunteers.
- With the help of the Program Manager, develop and carry out an Intern Project to help improve the Sea Kayak Program.

Qualifications

- Enthusiasm for sharing the outdoors with people of all abilities and backgrounds
- Strong organizational and communication skills

- Experience with environmental education or leading outdoor trips preferred but not required
- Experience working with youth or special needs programs preferred but not required
- Current CPR and First Aid Certifications are required (Wilderness First Aid or Wilderness First Responder are preferred)
- Reliable transportation to Sausalito, CA and Inverness, CA

Required Training

Sea Kayak Guide School – All Training Sessions are required unless otherwise noted

- Weekend Sessions (in-person, on-water training):
 - Tomales Bay: Friday- Sunday, **April 4-6, 2025** (3 days and 2 nights)
 - Sausalito: Saturday–Sunday, **April 26-27, 2025** (2 days and 1 night)
 - Inclusion Training at ETC’s River Camp, Coloma CA: Saturday & Sunday, **May 17-18, 2025**
- Evening Sessions (at Fort Mason in San Francisco, virtual option available):
 - Orientation Meeting: **Wednesday, April 2, 2025** (7–9PM)
 - Environmental Education Resources: **Wednesday, April 16, 2025** (7–9PM)
 - Policies and Procedures: **Wednesday, April 23, 2025** (7–9PM)
- Individual training from the Sea Kayak Program Manager and/or Operations Manager if needed
- Ongoing skills development throughout employment

Term & Commitment

- Sea Kayak Guide School & Inclusion Training
- 3-6 month term starting April-May 2025 (potential to start later)
 - Preference to applicants who can complete all portions of Guide Training and those who can complete a full 6-month term
- Field Intern works 12 days per month, scheduled at the per view of the Sea Kayak Program Manager. Interns will be asked to work on weekdays, weekends, and overnight trips. We can work with you to accommodate your schedule and availability around existing program trips.

Academic Credit: This internship may be used for academic credit pending approval from academic institution.

Compensation

- Monthly stipend starting at \$1,020/month
- The chance to become a Trip Leader and receive additional compensation!
- 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

Criminal Background Check: Employment with ETC is contingent upon a criminal background check

Application Closing Date: March 15, 2025

How to apply

Submit cover letter, completed application (downloadable from [this link](#)), and resume with references via email to kayak@etctrips.org with the subject "Sea Kayak Internship Application."