



Sea Kayak Field Coordinator

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 historically marginalized communities.

Position Description

The Field Coordinator is a seasonal 7- to 8-month position. The Field Coordinator is responsible for supervising and training volunteers and other seasonal staff, for leading sea kayak trips on San Francisco and Tomales Bays from one to five days in length, for the management of program operations on San Francisco and Tomales Bays, and for being the point person on equipment maintenance and upkeep. The Field Coordinator works closely with the Sea Kayak Program Manager, Program Associate, 1-3 seasonal Field Interns, and ETC's volunteer Trip Leaders and Guides.

Duties & Responsibilities

- 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 with disabilities, youth from under-resourced backgrounds, and benefit or school groups
 - 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
 - Further develop environmental education resources and role model stewardship-oriented curriculum
- 50% Managing program facilities and equipment and providing logistical support to the Sea Kayak Program Manager
 - Oversight of San Francisco Bay and Tomales Bay equipment storage locations
 - Responsible for the upkeep, maintenance, and inventory of kayaks and other program 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

Minimum Qualifications

- High level of attention to detail
- Ability to lift and transport up to 50 pounds
- Experience with tool handling, boat maintenance, carpentry, or related repair skills, or desire to learn
- Previous outdoor and/or environmental education 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 work and trips. Experience driving large vehicles and trailers preferred
- CPR and First Aid Certified, or willingness to get certified before starting the position (*Wilderness First Aid or Wilderness First Responder strongly preferred*)

Preferred Qualifications

- 1+ year sea kayak guiding experience
- Previous experience in kayak trip leader role (managing a team of guides)
- Experience working with youth or people with disabilities

Training

**Preferred candidates will be those who can attend all training dates*

Sea Kayak Trip Leader Training

- Participation in ETC Trip Leader Training
 - March 8-9, 2025 in Tomales Bay and Sausalito

Sea Kayak Guide School

- Participation in ETC's Sea Kayak Guide School
 - April 4-6 in Tomales Bay
 - April 26-27 in Sausalito

Evening Sessions (virtual option available)

- Orientation Meeting: April 3rd 7pm-9pm
- Environmental Education: April 16th 7pm-9pm
- Policies and Procedures: April 23rd 7pm-9pm

ETC's Inclusion Training

- Participation in Inclusion Training
 - May 17-18 in at ETC's River Camp, Coloma CA

As well as individual training from Sea Kayak Program Manager & ongoing skills development throughout employment!

The Field Coordinator will primarily work from our Sausalito and Tomales Bay locations.

Term & Commitment

- March through October (flexible start-end dates as long as candidate can attend the above trainings).
- 22 days per month. The Field Coordinator will be asked to work on weekday and weekend days and on overnight trips.
- Up to three weeks of unpaid time off can be scheduled during the season and should coincide with program needs.

Reports To

- Sea Kayak Program Manager

Compensation

- Daily rate of \$27-29/hour, depending on past experience.
- 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.

Equal Opportunity Employment

At ETC, we believe that diversity in our workplace enriches our organization and enhances our ability to serve our mission of creating outdoor opportunities for people with disabilities and youth from underserved communities. We encourage applications from individuals of all backgrounds and are committed to providing reasonable accommodations to qualified individuals with disabilities. Join us in our commitment to promoting diversity, equity, and inclusion both within our organization and throughout the outdoor recreation community.

To Apply: Submit cover letter and resume with references via email to Gracie Oliva, Sea Kayak Program Manager: kayak@etctrips.org

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