



Sea Kayak Program Associate

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 Program Associate is a full-time, seasonal 3 to 5 month position. The Program Associate is responsible for providing administrative support, such as pre- and post-trip communications, agency and volunteer outreach, trip staffing, and working closely with the Sea Kayak Program Manager. The Program Associate will also be responsible supervising and coordinating volunteers and other seasonal staff, for leading sea kayak trips on San Francisco and Tomales Bays from one to five days in length, for developing and teaching environmental education curriculum, and for The Program Associate works closely with the Sea Kayak Program Manager, Field Coordinator, 1-3 seasonal Field Interns, and ETC's volunteer Trip Leaders and Guides.

Duties & Responsibilities

- 50% 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
- 50% Acting as Sea Kayak Guide (and potentially 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 the broader ETC community.
 - 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 role model stewardship-oriented curriculum

The Program Associate will frequently guide trips from our Sausalito and Tomales Bay locations. Other 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.

Minimum Qualifications

- High level of attention to detail
- Ability to lift and transport up to 50 pounds
- Previous outdoor education and/or kayaking 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
- Demonstrated office and administrative skills (MS Office/Google Drive, Salesforce), with a high level of attention to detail
- Ability to communicate professionally over phone and email with partners and guides
- Reliable transportation to San Francisco, CA, Sausalito, CA, and Inverness, CA for office work and trips
- CPR and First Aid Certified, or willingness to get certified before starting the position

Preferred Qualifications

- 1+ year sea kayak guiding experience
- Previous experience in kayak trip leader role (managing a team of guides)
- Previous outdoor and/or environmental education experience
- Experience working with youth or people with disabilities a plus
- Wilderness First Aid or Wilderness First Responder certification

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!

Term & Commitment

- March through October (flexible start-end dates as long as candidate can attend the above trainings).
- 22 days per month. The Program Associate 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 \$25-27/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 Employer

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