



Sea Kayak Field Coordinator

Environmental Traveling Companions

Description of Organization

ETC is a non-profit 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 full time, seasonal 5 to 6 month position. The Field Coordinator is responsible for equipment maintenance and upkeep of both sites and locations of the Sea Kayak Program, for the management of program operations on San Francisco and Tomales Bays, for leading sea kayak trips on San Francisco and Tomales Bays from one to five days in length, and occasionally supervising and training volunteers and other seasonal staff. 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
- 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
- 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.
- 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.
- 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
- Wilderness First Aid or Wilderness First Responder certification
- Experience driving large vehicles and trailers preferred
- 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 Guide School (in-person, on-water training):

- Weekend Sessions
 - Tomales Bay: Friday- Sunday, April 10-12, 2026 (3 days and 2 nights)
 - Sausalito: Saturday-Sunday, April 25-26, 2026 (2 days and 1 night)
- Evening Sessions
 - Orientation: Wednesday, April 1st, 2026 from 7:00pm to 9:00pm (*in person meeting required*)
 - Topic TBD: April 8th, 2026 from 7:00pm to 9:00pm (*in person meeting encouraged, virtual meeting optional*)
 - Topic TBD: April 22nd, 2026 from 7:00pm to 9:00pm (*in person meeting encouraged, virtual meeting optional*)

ETC's Inclusion Training

- Saturday & Sunday, May 16-17, 2026

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

- April through September (flexible start-end dates as long as the candidate can attend the above training sessions).
- 22 days per month. The Field Coordinator will be asked to work on weekday and weekend days and on overnight trips.

Reports To

- Sea Kayak Program Manager

Compensation

- Daily rate of \$27/hour
- \$35/trip gas stipend (for Tomales trips only)
- 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.
- Up to three weeks of unpaid time off can be scheduled during the season and should coincide with program needs.

Equal Opportunity Employment

Environmental Traveling Companions (ETC) is always seeking dedicated and talented people to join our community. As an Equal Opportunity Employer, ETC encourages applicants from all backgrounds and experiences, especially individuals from historically underrepresented communities in outdoor recreation. We strongly encourage people of color and LGBTQIA+ applicants to apply.

Pursuant to the California Fair Chance Act and the San Francisco Fair Chance Ordinance, ETC will consider for employment all qualified applicants, including those with arrest or conviction records. You do not need to disclose your criminal history or participate in a background check until after a conditional job offer has been made.

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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