



Sea Kayak Program Associate

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 Program Associate is a full-time, seasonal 5 to 6 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 additional program development. The Program Associate will also be responsible for supervising and coordinating volunteers and other seasonal staff and leading sea kayak trips on San Francisco and Tomales Bays from one to five days in length. 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% 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% 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

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, depending on program needs.

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, Sausalito, and Inverness, CA
- CPR and First Aid Certified, or willingness to get certified before starting the position

Preferred Qualifications

- 1+ year sea kayak guiding experience
- Wilderness First Aid or Wilderness First Responder certification
- 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

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!

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 Program Associate 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 Employer

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