



Environmental Traveling Companions (ETC) Youth LEAD Logistics Intern

Job title: Youth LEAD Program Logistics Intern

Reports to: Youth LEAD Program Manager

Job Classification: Seasonal, PartTime

Organization & Program Description:

Environmental Traveling Companions (ETC) is a volunteer-based nonprofit that provides the joy and challenge of outdoor adventures to people with all abilities and from all backgrounds since 1972. We inspire self-confidence, connection to nature, and community-based environmental stewardship through our accessible Sea Kayak Program, Rafting Program, and Youth LEAD Program.

The Youth LEAD Program (YLP) is one of ETC's three main programs. We provide impactful multi-week outdoor experiences for youth (ages 14-18) from historically marginalized cultural and economic backgrounds, focusing on technical outdoor skills, environmental education, socio-emotional growth, and leadership development. Our 14-to-21-day courses incorporate sea kayaking, whitewater rafting, and backpacking components. Students learn about themselves, their community of peers, natural history, and environmental science through lessons, storytelling, community-building, and adventure in wilderness settings.

Job Responsibilities:

During the 2026 summer season, the part-time Office Intern will work closely and collaboratively with the Youth LEAD Program Manager and Youth LEAD Program Coordinator by providing administrative, logistical and field support for four YLP Courses. The job responsibilities include:

- Gaining familiarity with ETC, the Youth LEAD Program, and the populations & organizations that ETC works closely with.
- Providing Youth LEAD field instructors and staff with essential logistical support, including cleaning and organizing gear systems, finalizing menu preparation, executing food buys, packing and unloading vans with the Instructor team, and assisting with graduations and course start days.
- Spearheading the organization of the YLP gear attic throughout the summer and supporting orient instructors with packing gear during preparation days.
- Assisting in the participant registration process, including creating rosters for each course and tracking student paperwork such as medical forms.
- Assisting course start days and graduations, with opportunities to provide facilitation support throughout these events.
- Responsibly handle and care for all YLP gear and equipment by conducting laundry throughout the summer and ensuring all gear is clean, organized and in good working condition.
- Assist with 4-6 course food buys for groups of up to 15-17 participants and staff with the

support of YLP staff members.

- Support seasonal operations by carrying out various logistical projects in our gear attic and ETC office located in San Francisco, Fort Mason.
- Participate in the ETC Inclusion Training from May 15-17 and assist with logistical support for the YLP Instructor Training scheduled for June 1-5.

Qualifications:

- Age: 18+
- Demonstrates Interest and enthusiasm for supporting outdoor adventure programs for participants of all abilities and backgrounds.
- Strong interpersonal communication skills, including the ability to communicate positively, receive and deliver feedback, and excel in a collaborative team-oriented environment.
- Interest in learning about and supporting programs that serve racially and socioeconomically diverse youth populations (ages 14-18).
- Interest in improving logistical program systems for summer outdoor courses including gear organization, food menus, food buys and other operational tasks.
- Ability to work independently, demonstrates strong organizational skills and attention to detail
- Openness to self-reflection and personal growth; values diverse leadership styles and contributes to creating inclusive, safe, and welcoming spaces.
 - For individuals identified with socially dominant groups (white, upper class, heterosexual, cis gender, etc), demonstrates a commitment to examining personal privilege and engaging in self-education about power dynamics as it relates to this work.
- Ability to carry up to 60 lbs and remain on your feet for extended periods, including climbing up and down stairs for extended durations.
- Must be able to provide personal transportation to and from the ETC office in San Francisco, and potentially to other Bay Area locations.
- Flexibility with scheduling; workdays may include weekends, late evenings and early mornings.
- Hiring is contingent upon passing a criminal background check.

Preferred Skills:

- Ability to speak Spanish or other language
- Experience in sea kayaking, backpacking, and/or whitewater rafting
- Experience with basic gear care including expedition and front country gear systems
- A current driver's license with two years driving experience and clean driving record (for program assistance with transporting course materials like food and gear)

Compensation and Benefits:

We are committed to equitable, transparent compensation and hiring practices. Compensation offers consider a candidate's administrative experience, outdoor gear handling experience, wilderness guiding and/or outdoor education experience, experience working with youth from historically marginalized communities, and previous contact with Youth LEAD programs as an intern, course participant, or Fellow.

- Day rate of \$140/day
- *Early signing bonus*: \$100 added to your first paycheck if contract signed before February 28th, 2026
- *Alumni bonus*: Graduates of a Youth LEAD course are eligible for an additional \$200 to their first Office Intern paycheck
- *Returner bonus*: Returning office Interns are eligible for an additional \$100 to their first paycheck
- Invitation to attend our community Sea Kayak paddle day for YLP alumni on 5/23/26
- Seasonal employment with ETC includes access to pro-deals for outdoor gear; use of YLP gear & equipment.

Dates of Employment:

- Employment period: Mid April - Late August 2026 (flexible)
- Schedule: Part-time (12 days/month, 8 hours per work day)
 - o Flexible start date, though ideally the Office Intern would start before ETC Inclusion Training Weekend: May 15-17 at ETC River Camp in Lotus, CA (all transportation, food, and camping provide)

Application Deadline: Open Until Filled

How to Apply:

Thank you for your interest! Please send a resume and cover letter detailing your qualifications, related experience, to the YLP Program Manager, Yoseline Castillo, at ylp@etctrips.org.

Please email or call 415-474-7662 ext.16 with any questions.

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.