



# River 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 for youth and adults from under-resourced backgrounds and people with disabilities as well as extended Youth Leadership Programs for youths from underserved communities.

### Position Description

The River Program Associate is a full-time seasonal position (May-September) based at the ETC River Camp in Lotus, California. This position works with the Program Manager to ensure that program communication and administrative duties are successful, while also assisting with program operations. Duties include pre-trip and ongoing communication with participant groups, assisting the Program Manager in guide scheduling, and various office work tasks as needed. The Program Associate also guides whitewater rafting trips for diverse groups of participants. In addition, this position will support the Operations Manager in planning weekly staff meetings, and supervision of interns. This is a residential position at the ETC River Camp in Lotus, California.

### *Key responsibilities*

- Trip scheduling, communication, and outreach with participant groups, including pre-trip check-ins and post-trip follow-up.
- Prepare trip paperwork for Trip Leaders and ensure accurate data entry.
- Assist in River Program office maintenance and organization.
- Support Volunteer Guides and Trip Leaders
- Act as a guide or assistant guide on one-to-three-day whitewater rafting trips for diverse groups of participants
- Assist with the scheduling of Volunteer and Staff guides on trips
- Assist in meal planning and food buy logistics
- Oversee camp maintenance, river equipment and repair.
- Drive company vehicles and comply with Environmental Traveling Companions Driver's Policies
- Participate in program and self-evaluation at mid-season and end of season
- Other duties as assigned

## Qualifications

- Background in Environmental Education/Environmental Sciences strongly preferred.
- Enthusiasm for sharing the outdoors with people of all abilities and backgrounds
- 3+ years guiding Class III/IV rivers, experience working in a Head Guide role strongly preferred
- Experience guiding paddle rafts required, experience guiding oar rafts preferred
- Strong communication and leadership skills
- Experience working with people with disabilities and/or youth from underserved communities preferred
- Strong administrative skills (especially time-management, logistics, and problem-solving)
- Experience operating large vehicles and pulling trailers preferred
- Swiftwater rescue training
- Current CPR and First Aid Certifications (WFA or WFR are preferred)-can be obtained after application and acceptance

## Position Details

### Term

- Start Date: May 1, 2026
- End Date: September 30, 2026
- Possibility for per diem employment in April and October

### Commitment:

22 or 23 days per month, with 8 days off scheduled no later than the first day of the month

*Reports to:* River Program Manager

### Compensation:

- Starting at \$90-100 per day, based on experience
- Tent platform living space and partial board

*Criminal Background Check:* Employment with ETC is contingent upon a criminal background check

*Work & Living Location:* River Program staff live on covered, open-air platforms at the ETC River Camp in Lotus, California

## How to apply

Submit cover letter and resume with three references via email to [riverprogram@etctrips.org](mailto:riverprogram@etctrips.org) with the subject "River Program Associate"

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.