



**Environmental Traveling Companions  
Sea Kayak Program  
Operations Manager  
Job Announcement**



**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, and Cross Country Skiing trips for youth and adults from under-resourced backgrounds and people with disabilities as well as extended Youth Leadership Programs for under-resourced youth.

**Position Description**

The Operations Manager position is a seasonal 6-month position. The Operations Manager is responsible for supervising and training volunteers and other seasonal staff, for the management of program operations on San Francisco and Tomales Bays, for leading sea kayak trips from one to five days in length, and for being the point person on equipment maintenance and upkeep.

**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 for people with special needs, under-resourced youth, and benefit groups
  - Supervise and provide ongoing training for volunteers and other seasonal staff
  - Facilitate activities focusing on group development, kayak instruction, environmental education, and human and natural history
  - Provide safe, educational, and fun outdoor experiences for ETC participants
  - Plan and organize social events, workshops, and other events for the guide community
- 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 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

**Qualifications**

- 2+ years sea kayak guiding experience
- Previous experience in kayak trip leader role (managing a team of guides) highly desired
- Proven 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
- Excellent organization, communication, and problem solving skills
- Able to work independently and comfortable working on multiple projects at a time
- Experience with boat maintenance, carpentry, or other related repair skills
- Experience working with youth or special needs programs a plus

- Have a valid drivers license, willing to adhere to ETC Driving Policies, experience driving large vehicle and trailers, and access to a personal vehicle
- CPR and First Aid Certified (WFA or WFR strongly preferred)
- Ability to lift up to 50 pounds

**Training**

- Participation in ETC's Sea Kayak Guide School in April 2018 (if available)
- Participation in ETC's Inclusion Training in May 2018 (required)
- Individual training from Sea Kayak Program Manager
- Ongoing skills development throughout employment

**Term & Commitment**

- Full time May 1, 2018 to October 31, 2018
- Twenty-two days per month. The Operations Manager 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**

- Salary \$2500/month. If more or less than 22 days are worked in a month, pay will be pro-rated accordingly.
- The ability to check out 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

**To Apply:** Submit resume with references and a detailed cover letter explaining why you are an ideal match for this position via email, fax, or post to Oren Frey, Sea Kayak Program Manager by March 15, 2018.

Environmental Traveling Companions  
ATTN: Oren Frey  
2 Marina Blvd #C385  
San Francisco, California 94123

Email: [kayak@etctrips.org](mailto:kayak@etctrips.org)  
Phone: 415-474-7662 ext. 13  
Fax: 415-474-3919  
Web: [www.etctrips.org](http://www.etctrips.org)