

Seasonal Flint River Watershed Coalition Kayak Flint Assistant

GENERAL STATEMENT OF DUTIES:

Assists in implementing paddle programs. Provides excellent customer service to Kayak Flint customers. Helps with marketing and promotion. Works under supervision of the Paddle Programs Coordinator and Seasonal Kayak Flint Leader; performs related duties as required.

STATEMENT OF TASKS:

Assist with promotion, preparation, implementation, and follow-up tasks for Kayak Flint programs
Assist with customer and equipment pick-up and shuttling
Assist with fleet maintenance
Assist with scouting and monitoring river conditions
Assist on the water during scheduled trips, programs, and workshops

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work outside in all weather conditions
Ability to follow directions and ask questions
Problem-solving skills
Ability to communicate the mission of Kayak Flint and the Flint River Watershed Coalition
Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

One (1) year of college or two seasons (6 months) of park experience or experience working with the public -AND- Valid Michigan Driver's license

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours as scheduled and/or as directed.
May be required to wear prescribed work uniform.
Must be courteous in dealing with the public, and fellow staff members
Able to physically move materials to sites and perform physical work (30 - 50 pounds)