

Seasonal Flint River Watershed Coalition Kayak Flint Leader

GENERAL STATEMENT OF DUTIES:

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

STATEMENT OF TASKS:

Provides daily supervision of Kayak Flint operations, including rentals and supervision of Kayak Flint Assistants

Manage Kayak Flint communications

Coordinates with Paddle Programs Coordinator to set weekly staffing

Coordinates scheduling of Kayak Flint rentals

Manages customer rentals and payment process

Assists with covering shifts and large events as needed

Assists with scouting and clearing the paddle route

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:

Supervisory experience

Ability to handle and balance cash, make change

Proficiency with computers and cell phones/tablets

Ability to work outside in all weather conditions

Ability to communicate the mission of Kayak Flint and the Flint River Watershed Coalition, Genesee County Parks

Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in coordinating, developing, and conducting programs -AND- two (2) years of supervisory experience or other combination of training and experience -AND-

Valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

SPECIAL REQUIREMENTS:

Demonstrated excellence in organization and communication skills

Computer skills/knowledge of Windows and Microsoft Office Programs (Word, PowerPoint Excel)

An interest in and willingness to pursue FRWC's mission

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the public and fellow staff members

Required to regularly drive to sites within the Flint River Watershed

Able to physically move materials to sites and perform physical work as needed (30 - 50 pounds)