

Seasonal Flint River Watershed Coalition Paddle Programs Coordinator

General Statement of Duties:

Performs professional work in watershed education, including developing and leading Kayak Flint programs for all ages and abilities, supervising benthic monitoring programs, volunteer recruitment, training, and support for river cleanups, performs a variety of basic office tasks and related duties as required. This position works under the supervision of the Park Program Manager.

Statement of Tasks:

Oversee all aspects of the Kayak Flint programs, including outreach paddles, private paddles, iKayak, VIP paddles, learn to kayak programs, and others
Create and implement new programs
Train and supervise staff associated with paddle programs
Responsible for working with maintenance staff on van and trailer(s) maintenance
Track and maintain inventory of the programs assets
Monitor river conditions for safety and accessibility
Assist with coordinating river cleanups including Stewardship Day
Oversee all aspects of the Benthic Monitoring Program
Coordinate with MiCorps to maintain protocol and standards
Coordinate Stonefly Monitoring event
Coordinate and implement Vernal Pool Patrol program
Recruit, train, and support volunteers associated with kayaking, monitoring, and cleanups

The tasks specified are 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 of the duties an employee assigned to this class may be required to perform.

Required Knowledge, Skills, and Abilities:

Excellent organizational skills, attention to detail, and commitment to follow through
Strong communication skills: written, verbal, facilitation, and public speaking
Ability to plan and design effective strategy that leads to program and participant success
Ability to comfortably use standard office equipment, technology, and software
Ability to work independently, identify and prioritize tasks, and utilize sound judgment
Experience working with grants, including program planning, satisfying grant requirements, data and documentation collections, and completing grant reporting
Relevant interest in areas such as environmental quality, water quality, and watersheds
Participatory and respectful engagement with community stakeholders, board, and co-workers
Demonstrated ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.
Values that align with FRWC's mission to protect, promote, and improve the Flint River Watershed

Minimum Qualifications:

Four (4) years of experience creating and implementing outdoor education programs for all ages

and abilities -AND- four (4) years of supervisory experience -AND- Hold American Canoe Association Level 2: Essentials of Kayak Touring certification with an Adaptive endorsement -AND- Valid Michigan driver's license, and the ability to obtain a chauffeur's license within 30 days of employment

Special Requirements:

Benthic monitoring experience

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)

Certification in CPR and First Aid