



Job Description

Assistant Paddling Director

Updated November 2018

SUMMARY

Standard Work Days:	5 days per week (on average)
Weekend Work Required:	up to 2 weekend days per month (on average)
Overtime Status:	Exempt/Teacher
Seasonal/Year Round:	28 weeks (April 22 – November 2)
Paid Vacation/Holidays:	Federal holidays; comp. days if workload exceeds 5 days/week
Health Insurance:	N/A (Workman's Compensation)
Reports to:	Director of Paddling Programs
Salary:	Commensurate with experience
Job Location:	Chestertown, Maryland
Housing:	Staff Housing available in Chestertown, Maryland
Start Date:	April 22, 2019

GENERAL RESPONSIBILITIES

Working under the direction of the Sultana Education Foundation's Director of Paddling Programs, the Assistant Paddling Director (APD) is responsible for assisting on canoe and kayak programs with local school groups during the late spring (May to mid-June) and early fall (September/October), and leading multiple day canoe and kayak trips in the summer months (mid-June to August). Spring trips for schools are generally conducted on local waterways with an academic focus on environmental science and colonial/Native American history. During these programs, the APD works closely with the Paddling Director to implement all aspects of the trip including direct instruction to students, organizing and maintaining educational equipment, and demonstrating proper paddling/safety techniques to participants.

During the summer months, the APD will lead week-long canoe/kayak day camps and multiple-day overnight kayak trips for students ranging in age from seven to seventeen. Additionally, the APD will be the direct supervisor of two Assistant Trip Leaders that will work exclusively for the summer programming season.

The applicant should be at least 25 years old in order to satisfy Sultana's policy for transporting program participants in our 15-passenger vans. Preference will be given to applicants who have experience driving a trailer. Applicants should be capable of lifting 50 pounds above their heads in order to load and unload boats from trailers. Passion for working outdoors and implementing educational programs for students of all ages is a must. Applicant must currently possess, or be willing to obtain, American Red Cross CPR/First Aid, Lifeguard certification, and certification as a Paddling Instructor from the American Canoe Association (ACA).

CORE QUALIFICATIONS

The Assistant Paddling Director should have a minimum of a Bachelor's Degree in a related field of study, and experience teaching biology or environmental science in a classroom or outdoor/field setting. Candidates must be comfortable working with a diverse age range of students and program formats, ranging from informal outdoor summer science programs for 7-18 year-olds to structured paddling programs for school groups and the general public. Strong leadership and communication skills are essential, as is the ability to work collaboratively with fellow staff.

Candidates must be comfortable working in an outdoor setting (including canoeing, kayaking, marsh exploration, hiking, etc). Sufficient physical strength to engage in the above listed activities is critical. The candidate should have an Instructor's Certificate from the American Canoe Association, or sufficient comfort/experience canoeing and kayaking to obtain such certification. The candidate should also have, or be prepared to secure, Red Cross First Aid, CPR, Wilderness First Responder, and Lifeguarding certifications within 2 weeks of the beginning of their employment (the Sultana Education Foundation will arrange and cover the costs of these certifications). Additionally, the Assistant Paddling Director must take a course in Medication Administration to ensure that medications can be legally dispensed during overnight programs. All employees of Sultana Education Foundation are subject to criminal background checks and ongoing random drug testing.

SPECIFIC PROGRAMMING RESPONSIBILITIES

- *K-12 Paddling Programs:* The Assistant Paddling Director (APD) will work with the Vice President and Director of Paddling Programs to review the format and content of the Foundation's K-12 paddling programs. The APD will work in partnership with the Director of Paddling Programs and the Foundation's volunteer corps to implement educational paddles for school groups. Activities during a typical school program include reviewing basic paddling and safety techniques with students, examining maps of the Chesapeake Bay and its tidal tributaries, conducting tests to monitor water quality, sampling marine life with a seine net, and exploring wetland habitats. These trips are generally conducted during the hours of a normal school day, range in length from 2 – 5 hours, can accommodate up to 27 participants, and mostly utilize the mobile canoe rig. Paddling programs for schools take place when water temperatures are warm enough to safely accommodate students, which are the months of May – mid-June, and September through mid-October. Approximately 8 - 10 weeks each year will be devoted to implementing these programs.
- *Summer Paddling Programs:* The Assistant Paddling Director will work with the Vice President, Director of Paddling Programs, and other senior Summer Program staff to facilitate the Foundation's various Summer Programs. The APD will serve as the lead instructor/trip leader for the Foundation's Second Paddling Rig on various Day and Overnight Camps. During these sessions, the APD will serve as the direct supervisor of two Assistant Trip Leaders and some programs will also have an Intern. Formats for Summer Paddling Programs include the following:
 - **Canoe Camp** (Monday – Thursday, 9:00 am – 4:00 pm, ages 7 – 11): Canoe Camp is a program that introduces young paddlers to the tidal tributaries of the Chester and Sassafras Rivers. The day begins at Sultana's Holt Education Center at 9:00 am, where participants examine the 30' x 30' floor map of the Chesapeake Bay to see where they are heading that day. Following this activity, students board the Foundation's 15-passenger van and travel to a public landing where canoes are launched. The rest of the day is spent paddling, exploring, fishing, swimming, and sampling marine life with a seine net. During Canoe Camp, the Assistant Paddling Director is responsible for setting the week's itinerary, driving the van/trailer, supervising two Assistant Trip Leaders, maintaining the inventory of all equipment needed to implement the program (paddles, lifejackets, seine nets, etc.), and ensuring that the program is conducted in a safe and fun environment. Approximately 4 weeks in the summer will be spent on this program.
 - **Kayak Camp** (Monday – Friday, 9:00 am – 4:00 pm, ages 9 – 12): Kayak Camp introduces students ages 9 – 12 to basic kayaking skills while exploring tidal tributaries in Cecil, Kent, and Queen Anne's Counties. The program begins at Sultana's Holt Education Center at 9:00 am, where participants examine the Chesapeake Bay floor map to learn about where they are heading that day and play

ice-breaker games to help the children get to know one another. Participants then board the Foundation's 15-passenger van and travel to a public landing where the kayaks are launched. Like Canoe Camp, the rest of the day is spent paddling, exploring, fishing, swimming, and sampling marine life with a seine net. During Kayak Camp, the Assistant Paddling Director is responsible for setting the week's itinerary, choosing each day's paddling site, driving the van/trailer, supervising two Assistant Trip Leaders (and possibly an Intern), maintaining the inventory of all equipment needed to implement the program, and ensuring that the program is implemented in a safe and fun manner. Approximately 2 weeks in the summer will be devoted to this program.

- **Kayak Overnight Programs** (Monday – Friday, camping/residential, ages 11 – 14): For older paddlers, Sultana Education Foundation conducts five-day, four-night kayak overnight trips in which students explore the tidal waters of the Sassafras River, Nanticoke River, and other sites in and around Blackwater National Wildlife Refuge and Tangier Sound. During these trips, the Assistant Paddling Director is responsible for setting the week's itinerary, purchasing and organizing food for the voyage, driving the van/trailer, choosing each day's paddling site, supervising two Assistant Trip Leaders, taking inventory of all camping supplies (tents, kitchen utensils, coolers, etc.), cooking and cleaning, and ensuring that the students know how to properly set up/take down/pack away their tents, sleeping bags, and other personal items. The APD is also the lead staff member for communicating with parents at the start and end of the program, dispensing medication to students during the program as needed, and communicating daily with Sultana Education Foundation's Vice President to provide updates on the program and address any safety or logistical challenges that the group is encountering. Approximately 3 – 4 weeks in the summer will be devoted to Kayak Overnight Programs.
- *Adult Travel Paddling Programs*: The Assistant Paddling Director will work with the Vice President and Director of Paddling Programs to revise the format and content of the Foundation's Adult Travel Paddling programs. The Assistant Paddling Director will work in partnership with the Director of Paddling Programs and Sultana's volunteer corps to implement these trips. These programs have traditionally been conducted in the late spring (June) fall (September/October) and accommodate up to 10 participants. During a typical session, the group stays in Berlin, MD at the Atlantic Hotel, which is used as a base of operations for day trips on the middle/upper Pocomoke River and the inland bays of Assateague Island. Approximately 1-2 weeks each year will be devoted to this task.
- *Public Paddles*: Throughout the paddling season (May – October), Sultana Education Foundation conducts Public Paddles that are filled on a first-come, first-served basis by the general public. These trips occur at unique public landings in Kent, Cecil, Queen Anne's, and Caroline Counties, accommodate up to 10 participants, have an age minimum of 12 years old, follow an advertised theme (Bald Eagle Paddle, Osprey Paddle, Turtle Paddle, etc.), and are 2.5 hours in length. During a typical year, up to 15 of these paddles are conducted. The majority of the Foundation's Public Paddles take place on Saturdays, though occasionally trips are run on weekdays. During a Public Paddle, the Assistant Program Director is responsible for arriving at the landing at an appropriate time, setting all of the kayaks/paddles/lifejackets and distributing them to participants, and orienting the group to that day's location and theme. After demonstrating basic paddling and launching techniques, the APD serves as a guide throughout the trip, educating participants about the flora, fauna, and other points of interest on that day's paddling route. The Assistant Paddling Director will be responsible for leading 6 – 8 of these trips between May 1 and October 31, 2019.

METHOD OF APPLICATION, SELECTION PROCESS, AND START DATE

Interested candidates should email and/or mail a cover letter (as an option you may include general salary requirements in the letter) resume, and contact information for three references to:

John Mann
Director of Paddling Programs, Sultana Education Foundation
P.O. Box 524 / Chestertown, Maryland 21620
jmann@sultanaeducation.org

Emailed documents should be in PDF form.

Applications will be accepted through February 15, 2019 but the position will be filled when a suitable candidate has been identified. A personal interview in Chestertown, Maryland will be required for competitive candidates. The Sultana Education Foundation anticipates making a selection for this position no later than April 1, 2019. The selected candidate will be encouraged to start employment on April 22, 2019.