



## Job Description

# Paddling Program Associate

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 and Assistant of Paddling Programs, the Paddling Program Associate (PPA) 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 assisting with 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 PPA works closely with the Paddling Director (PD) and Assistant Paddling Director (APD) 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 PPA will assist on week-long canoe/kayak day camps and multiple-day overnight kayak trips for students ranging in age from seven to seventeen.

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 as well as Lifeguard certification.

## CORE QUALIFICATIONS

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 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 also have, or be prepared to secure, Red Cross First Aid, CPR 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). 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 Paddling Program Associate 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 PPA will work in partnership with the PD and APD 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 Paddling Program Associate will work with the Vice President, APD and PPA, and other senior Summer Program staff to facilitate the Foundation's various Summer Programs. 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. 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. 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 PPA is responsible for 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. Approximately 3 – 4 weeks in the summer will be devoted to Kayak Overnight Programs.

- *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 PPA will assist senior Paddling Staff in 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 PPA 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 PPA will be responsible for assisting on 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](mailto: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.