

SEASONAL EMPLOYMENT



Kayak Instructor

Centre Region Parks and Recreation (CRPR), an Agency of the Centre Region Council of Governments, is currently recruiting a **Kayak Instructor**, to work at the Millbrook Marsh Nature Center on Puddintown Road in State College. This position works within the Millbrook Marsh Nature Center Operations, which is one of the Agency's regional facilities.



Instructors are part of the team that is responsible for providing experiential environmental education programming for youth summer camps and adult paddling trips. The job description follows this summary. This is an as scheduled position, typically for a duration of one (1) to five (5) weeks of 40 hours/week during summer season; additional evening/weekend hours may be available. The main season is mid-May through mid-October. Applicants who are available for the full or partial season will be considered. Schedule is based on the program calendar; hours are flexible.

There is an hourly rate of **\$19-\$23 per hour**. This is a non-benefited, seasonal position. The age minimum for Kayak Instructors is 21 years of age. Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding certifications, criminal background checks, and child abuse clearance.

To apply, please download and complete the CRPR Application by visiting the Agency's website at www.crpr.org/employment; then, email to crpr@crcog.net or mail your application to the CRPR Address: 2040 Sandy Drive, Suite A, State College, PA 16803. Note the position you are applying for on your application.

Applications will be accepted until the position is filled. Returning employees must also re-apply for seasonal work each year. Equal opportunity employer. For a list of other open positions within Centre Region Council of Governments, visit www.crcog.net/employment.





CENTRE REGION COUNCIL OF GOVERNMENTS

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KAYAK INSTRUCTOR JOB DESCRIPTION

Job Title:	Kayak Instructor	Status:	Seasonal (1-7 weeks)
Department:	Parks and Recreation	Classification:	Non-Exempt
Reports To:	Nature Center Supervisor	Grade:	Hourly

JOB SUMMARY

This position has an integral role in the Centre Region Parks and Recreation Millbrook Marsh Nature Center Division responsible for preparing and leading engaging, safe, mission-based outdoor and environmental educational programs for people of all ages and abilities. Work involves program-related upkeep of materials, equipment, and facilities. Work will primarily be completed at Millbrook Marsh, local and state parks. Kayak Instructors report to the Nature Center Supervisor.

ESSENTIAL JOB FUNCTIONS

The outline below describes essential job functions an employee in this position will be required to perform, however, it is not an exhaustive list of all duties which the employee may be expected to perform. To be successful in the position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodations.

- Plans, prepares, and facilitates kayak camp and programs independently and with other program leaders, and volunteers.
- Provides safe, educational, and fun outdoor experiences for participants.
- Demonstrates proper use of kayak equipment and safety devices.
- Conducts paddle instruction and safety orientation talks.
- Facilitates activities focuses on kayak instruction, and environmental education.
- Set up and break down trips, including transporting and cleaning kayaks and gear.
- Evaluate on-water conditions and group abilities to make decisions.
- Assists with conflict resolution for individual and group disciplinary issues that may arise.
- Knows and understands all emergency procedures associated with programs.
- Abides by all Agency safety guidelines, policies, and procedures as it relates to the program. This includes abiding by all policies and procedures specific to camp locations for field trips, outings, and so forth.
- Maintains surveillance of the body of water.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

An individual is hired based on their education, experience, and skills. Any equivalent combination of these factors that will result in the successful accomplishment of all the work responsibilities would be considered at the sole discretion of the COG.

EDUCATION AND/OR EXPERIENCE

- Experience in planning and teaching boating skills to all ages.
- Experience preferred in planning and leading environmental education programs, environmental science, or related topics.
- Leadership experience in outdoor settings.

SPECIAL REQUIREMENTS

- Must be at least 21 years of age.
- A valid driver's license is required.
- Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding criminal background checks and child abuse clearance.
- Current First Aid/CPR/AED; or ability to obtain prior to start (Required)
- Lifeguard Certification (Preferred)
- ACA Instructor Certification (Preferred)
- Must be a strong paddler in both kayaking and canoeing, familiar with SUPs, and demonstrate ability to instruct at an ACA level 2 or higher.

KNOWLEDGE OF

- Knowledge of proper safety practices and techniques.
- Knowledge of basic paddle strokes, how to self-launch and assist with launching and landing a participant boat,
- Knowledge of and ability to work effectively within the organizational and community structure.

ABILITY TO

- Ability to operate a truck and pull-behind trailer.
- Ability to cooperate and communicate effectively with parents, staff, and the public.
- Ability to lift and move 50 pounds.
- Ability to work without direct supervision.
- Ability to respond and assist the public professionally and courteously.
- Ability to think on your feet (creativity and enthusiasm are critical).
- Ability to plan and conduct programs for small and large groups of all ages.
- Ability to plan work and establish priorities.

SKILLED IN

- Oral and written communication.
- Troubleshooting and problem solving.
- Self-control and adapting to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Physical Environment

- Work is performed indoors and outdoors.
- Hand-eye coordination is necessary to operate various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to sit for prolonged periods of time, walk, stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

Work Environment

- Often a dirty work environment (situations in which workers or their clothing easily become dirty, etc.).
- Often must perform repetitive activities (performance of the same physically demanding activity).
- Often are exposed to high or low temperatures (possibly leading to stress or decreased ability to work effectively).
- Some work is performed in awkward or confining workspaces (conditions in which the body is cramped or uncomfortable).
- Some work is performed in areas with improper illumination (glare, inadequate lighting, etc.).

ACKNOWLEDGEMENT

I acknowledge this job description does not constitute an employment agreement. Further, I understand the job description is subject to change by the employer, temporarily or permanently, as the needs of the employer and requirements of the job change. COG is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, COG provides reasonable accommodation to qualified individuals with disabilities.

I have read and understand the requirements of the position and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature: _____

Print Name: _____

Date: _____