

JOB DESCRIPTION

Position Title: RiverGuides Program Supervisor Department: Experiential Learning

Reports To: Environmental Education Program Director Salary Range: \$15-\$18 per hour

Position Summary:

In this *seasonal* (May-August) position, the RiverGuides Program Supervisor is expected to work as a part of the Office of Experiential Learning team of staff and volunteers. The ideal candidate for this job loves being outdoors, and loves unlocking youth's abilities to share their stories and connect with nature. The program supervisor will be responsible for providing leadership and guidance to the RiverGuides while working closely with the Environmental Education Program Director. The Program Supervisor oversees the five RiverGuides (student employees) on a daily basis and will be responsible for driving youth to and from work sites, ensuring good conduct, creating and maintaining a positive team atmosphere, and will serve as an intermediary between the RiverGuides and Office of Experiential Learning at UrbanPromise. This person must be able to walk the fine line between having a positive relationship with youth, but maintaining a supervisory/authority relationship, understanding that this is a youth employment program as well as an outdoor adventure program.

The mission of UrbanPromise is to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and leadership. The Office of Experiential Learning and the RiverGuides Summer Employment Program seeks to provide youth with on-the-job training and leadership skills development through experiences leading guided ecology history paddle tours. Through this program, youth promote recreation and stewardship of the city's waterways while experiencing meaningful employment and education opportunities.

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Essential Job Functions (List the most important responsibilities of the position here):

1. Assist Environmental Education Program Director in leading and promoting all on-the-water activities including summer ecology history paddles.
2. Manage payroll responsibilities and conduct two job performance evaluations with RiverGuides youth.
3. Supervise on-going training of RiverGuides in safety protocols and Cooper River history with Environmental Education Program Director.
4. Lead youth in the planning and implementation of speaking presentations.
5. Lead weekly life skills sessions focused on public speaking, team building, and positive youth development.
6. Assist Environmental Education Program Director in planning and implementation of service learning projects and weekly water quality monitoring.
7. Collaborate with Urban BoatWorks Program Director to lead youth in boat repair and maintenance.
8. Assist in UrbanPromise development activities including the Boat Launch and Paddle for Promise, and other on-the-water initiatives.

Essential Job Requirements:

EDUCATION Associate's Degree or higher, preferably in a behavioral/environmental science related field.

EXPERIENCE Preferred experience in youth development, and/or outdoor education and adventure experience both on land and water.

REQUIRED SKILLS Public speaking, office technology, strong interpersonal communication, time management, teamwork/collaboration, hand tool safety, boating, experienced swimmer. Driver's license in good standing and comfort driving a large vehicle with a trailer.

PREFERRED SKILLS CPR and First Aid Certification; Certifications in on-the-water activities, lifeguard certification.

PHYSICAL REQUIREMENTS The RiverGuides Program Supervisor is expected to perform duties and responsibilities of a physical nature. Must be able to lift a minimum of 30 lbs. She or he must have an ability and comfort with on-the-water activity. A physical examination by a medical doctor that includes proof of TB and Hepatitis test must be presented if hired.

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LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee’s Name/Signature	Date
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Manager’s Name/Signature	Date
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Human Resources Approval/Comments:

JOB DESCRIPTION

Authorized Human Resources Signature

Date