

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 2019) 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 urban 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 eight RiverGuides (student employees) daily 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/authoritative 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 seek to provide youth with on-the-job training and leadership development through experiences leading guided ecology history paddle tours, boatbuilding, and watershed education. Through this program, youth promote recreation and stewardship of the city's waterways while experiencing meaningful employment and education opportunities.

Essential Job Functions:

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. Daily/weekly general schedule management and communication to the RiverGuides.
6. Lead weekly life skills sessions focused on public speaking, team building, and positive youth development.
7. Assist Environmental Education Program Director in planning and implementation of service learning projects and weekly water quality monitoring.
8. Collaborate with Urban BoatWorks Program Director to lead youth in boat repair and maintenance.
9. Assist in UrbanPromise development activities including the Boat Launch and Paddle for Promise, and other on-the-water initiatives.

Essential Job Requirements:

EDUCATION Associate degree or higher, preferably in a behavioral/environmental science related field.

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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.
