

## ***JOB DESCRIPTION***

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### **URBAN*PROMISE* MINISTRIES JOB DESCRIPTION**

Position Title: RiverGuides Program Supervisor Department: Experiential Learning

Reports To: Environmental Education Program Director Salary Range: \$15-\$18 per hour (30-40 hrs per week)

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#### **Position Summary:**

In this **seasonal position** (Mid-May-August 2023), 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 Christian 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.

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#### **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 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 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.

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#### **Essential Job Requirements:**

EDUCATION Associate degree or higher, or working towards an undergraduate degree, preferably in an environmental science related field or previous experience in related fields.

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PREFERRED EXPERIENCE	Youth development, environmental education, outdoor education, and adventure experience both on land and water.
REQUIRED SKILLS	Kindness, public speaking, office technology, strong interpersonal communication, time management, teamwork/collaboration, experienced swimmer. Driver's license in good standing and must be willing to learn and get comfortable driving a large vehicle with a trailer.
PREFERRED SKILLS	Youth development, environmental education, outdoor education, adventure experience both on land and water, sensitivity to cultural relevancy, CPR and First Aid certification or willingness to get certified; 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. Must be willing to learn and get comfortable being on the water.
CANDIDATE'S AVAILABILITY	Job starts part-time in Mid-May and becomes full-time in Mid-June, with a possibility of transitioning to a yearlong internship position after the end of the RiverGuides Program in August.  Teachers and college students are encouraged to apply.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with each qualification in the job description, please go ahead and apply anyway! You might be just the right candidate for this role. Consistent with our values and our commitment to equity, diversity, and inclusion, UrbanPromise is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees