

Kayak Flint Fleet Supervisor - Seasonal

PLEASE NOTE: Due to COVID-19, our operating dates and opening status are currently uncertain. We are waiting until the Governor releases additional information regarding our legal ability to operate before we finalize our plans. As such, we cannot make any firm commitments at this time to hiring decisions or start dates. However, if you are interested and flexible, we encourage you to apply.

Position: Kayak Flint Fleet Supervisor - Seasonal

Wage: \$12.36/hour, Benefits: n/a

Hours: 8-20 hours/week, seasonal contract

Dates: May 26th-October 18th, 2020, weather dependent

Schedule: Fridays, Saturdays, and Sundays; hours vary between 10am-10pm; some weekday hours with flexible schedule

Reports: FRWC Executive Director, but works under Paddle Programs Manager and Corridor Alliance Manager

The Flint River Watershed Coalition is seeking a part-time, seasonal, Kayak Flint Fleet Supervisor. This person will provide an excellent customer service experience to Kayak Flint customers during transportation of customers and equipment from the landing back to the rental facility. This position coordinates transportation and equipment maintenance for Kayak Flint, as well as supervises paddle assistants and equipment pickup. This position may also coordinate reservations and rentals for Kayak Flint, as well as manage the Kayak Flint facility. Kayak Flint is a kayak rental program benefiting the Flint River Watershed Coalition, with a goal of increasing access to the Flint River for residents and visitors, as well as providing a fundraising opportunity for the organization.

Kayak Flint Participant Transport

Coordinates transportation for Kayak Flint customers

- Pick up Kayak Flint passenger van with equipment trailer from storage lot on operating days
- Be available by cell phone on rental days to take calls when renters are ready to be picked up
- Drive Kayak Flint passenger van with equipment trailer from Kayak Flint location to the scheduled landing as needed to transport customers and their equipment back to the start
- Complete rental return inventory when pickups are after rental closing time
- Maintain van fuel at an adequate level
- Return van and trailer to storage lot after last rental pickup each night
- Notify manager of any problems with the van and/or trailer as soon as possible

Kayak Flint Fleet Maintenance

Ensures Kayak Flint kayaks and other equipment are in safe and clean operating condition

- Check equipment for damage when picking up renters
- Wipe down kayaks in between rental trips
- Thoroughly clean kayaks and perform regular maintenance at the end of the weekend rentals
- Perform regular cleaning and maintenance on other equipment as needed

- Perform emergency maintenance on kayaks when necessary
- Inform manager of any problems with kayaks or other equipment as soon as possible

Staff Supervision

Shares supervision responsibilities with on-duty Rental Supervisor of up to three (3) Paddle Assistants per shift.

- Coordinate with Rental Supervisor to split assigned duties for Paddle Assistant(s) between on-site rental assistance, equipment maintenance, and assisting with pick-up and transportation of customers and equipment
- Ensure Paddle Assistants have assigned duties for each shift and stay on-task
- Inform the Paddle Programs Manager and the Corridor Alliance Manager of Paddle Assistants' weekly performance, especially noting any accomplishments, room for improvements, and/or disciplinary issues

Other Tasks As Needed

- Assists with scouting and clearing the paddle route weekly
- Assist with launch maintenance as needed
- Assist with Kayak Flint promotions as needed
- Other tasks as assigned

Required knowledge, skills, and abilities

- Must be at least 18 years of age
- Valid driver's license with no DWI or safety related infractions, and the ability to obtain a chauffeur's license within 30 days of employment
- Demonstrated safe driving skills with large vehicles pulling trailers
- Maintenance, tool, and problem-solving skills
- Ability to work outside in all weather conditions
- Physical capability to walk, climb stairs, pull, and lift 50 lbs repeatedly
- Demonstrated success in working courteously with diverse customers
- Efficient communication skills
- Ability to communicate the mission of Kayak Flint and the Flint River Watershed Coalition
- Success in multitasking, juggling multiple priorities
- Tenacity

Application

Please submit resume, letter of interest outlining previous experience, and references

Email submissions: info@flintriver.org