



BALTIMORE CITY
RECREATION & PARKS

Canoe and Kayak Program Assistant

Position Overview

This position will report directly to the Canoe and Kayak Coordinator, Bureau of Parks, Park Programming and Events. The Canoe and Kayak Assistant is responsible for customer service and assisting of participants of citywide park and water based recreational programs, assisting with implementing and evaluating of such programs. The Canoe and Kayak Program Coordinator oversees the Canoe and Kayak Program Assistant which includes Open Row, Canoe N Scoop and guided tours of the Middle Branch, Patapsco and Inner Harbor waterways. The Canoe and Kayak Program Assistant works closely with the Canoe and Kayak Program Coordinator to providing technical assistance to the canoe and kayak programs, employees and corporate groups. The Canoe and Kayak Program Assistant will assist in the coordination of logistics between equipment, assist staff and programs, assist documenting participation, assisting in maintenance, and equipment care, set up and break down of mobile programs, and assisting participants with skill development. The successful candidate will work in Baltimore City waterways and parks as seasonal staff to improve quality of canoe and kayak programs offered to residents.

The Canoe and Kayak Program Assistant will be responsible for assisting the directing volunteers and participants, engaging and leading the public through canoe and kayak trips and tours, and other activities for the Department of Recreation and Parks. The ideal candidate will serve as an advocate, proactively promoting recreational boating activities of a high quality for all citizens of Baltimore City. The successful candidate must demonstrate his/her ability to engage the public and communicate effectively with all skill and age groups. He/she must have solid customer service, public speaking skills and display enthusiasm. This is an outdoor and very physical position.

Education and Experience

- Age requirement 18+
- Knowledge about canoeing or kayaking, strokes, parts of the boat etc.
- Program preparation cleaning and preparing canoes/ kayak gear
- Participating and leading on water programs
- Strong interpersonal skills to interact positively with the public ages 7- adult.
- Must be willing to work outside.
- Strong customer service skills.
- Paddling experience a plus or willing to learn is a must.
- Knowledge of watersheds is plus but not necessary.
- Fit and able-bodied to handle walking distances while carrying boats, towing a boat with yours, lifting them over your head, boating in adverse conditions, etc.
- Certifications: Lifeguard Certification, Wilderness First Aid and CPR or completion of a course by the American Canoe Assoc., the American Red Cross or similar organization is preferred.

Compensation and Benefits

A negotiable hiring range of \$11-\$15 hourly is available depending on the background and qualifications of the successful candidate. Beginning March 15th – ending September 31st. This seasonal position is up to 35 hrs./wk. Tuesday – Sunday, Evenings and Weekends are typical work schedule.

Application and Selection Process

For additional information please contact Molly Gallant at:

City of Baltimore

Department of Recreation and Parks

3001 East Drive

Baltimore, Maryland 21217

Phone: 443-984-4058/Fax: 410 -396-7038

E-mail resumes to: molly.gallant@baltimorecity.gov

The position of Canoe and Kayak Program Assistant will remain open until filled. Interested candidates should submit a Baltimore City Employment application and resume, including size and composition of participants supervised, program responsibility and other significant factors as outlined in this announcement. Candidates with relevant experience will be invited to an interview.

**Baltimore City is an Equal Opportunity Employer
and promotes diversity in the workforce.**

Stephanie Rawlings-Blake, Mayor

Ernest W. Burkeen, Jr., Director