



## **Kids In Kayaks Program Coordinator**

### **Position Overview**

This position will report directly to the Outdoor Recreation Programmer, Bureau of Parks, Park Programming and Events. The Kids In Kayaks Program Coordinator is responsible for coordinating the operations and administration of citywide waterway and park based recreational programs, implementing and evaluating of such programs. The Outdoor Recreation Programmer oversees the Kids In Kayaks Program Coordinator whose responsibilities will include coordinating partner groups participating in the Kids In Kayaks land program, in addition to being a lead staff member providing technical assistance to the canoe and kayak program, employees and partner groups. In addition to the Kids In Kayaks Program that runs Monday through Friday, Fall and Spring seasons, the Coordinator will also support other water based programs such as Open Row, Canoe N Scoop and guided tours/trips of Middle Branch, Patapsco and Inner Harbor waterways as needed. The Kids In Kayaks Program Coordinator will organize logistics between equipment, staff and programs, documenting participation and deposits, assisting in assessing the effectiveness of services provided and recommending alternative strategies programs. The successful candidate will work in Baltimore City parks and waterways while supervising seasonal staff to improve quality of boating programs offered to residents and non-residents.

The Kids In Kayaks Program Coordinator may be responsible for supervising up to 3 seasonal staff, coordinating and directing volunteers, engaging and leading the public through boating, 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 manage people and communicate effectively with all skill and age groups. He/she must have solid customer service and public speaking skills.

### **Education and Experience**

- Age requirement 19+
- Extensive knowledge about canoeing or kayaking, strokes, parts of the boat etc.
- Minimum three (3) years' experience working with children and adults in a program setting.
- Scheduling and coordinating groups and individuals for programs.
- Program preparation cleaning and preparing canoes/ kayak gear
- Minimum of three (3) years' experience leading on water programs
- Strong interpersonal skills to interact positively with the public ages 7- adult.
- Must be willing to work outside in all weather conditions.
- Strong customer service skills.
- Paddling experience is a must.
- MD State Safe Boaters Card Highly desired.
- Knowledge of watersheds a plus, but not necessary.
- Fit and able-bodied to handle walking distances while carrying boats, towing a boat with oars, 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 Association, American Red Cross or similar organization preferred.

A valid MD Class C driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is required. Qualified candidates should have the ability to drive a vehicle with a trailer attached.

### **Compensation and Benefits**

A negotiable hiring range of \$15 - \$19 hourly is available depending on the background and qualifications of the successful candidate. This grant funded position is for one year, up to 40 hours per week as required. Evenings and Weekends may be regularly required.

### **Application and Selection Process**

For additional information please contact Marshea Thompson at:

City of Baltimore  
Department of Recreation and Parks  
3001 East Drive  
Baltimore, Maryland 21217  
Phone: 410-396-6694

**E-mail resumes & application to: [Marshea.Thompson@baltimorecity.gov](mailto:Marshea.Thompson@baltimorecity.gov)**

The position of Kids In Kayaks Program Coordinator is open until August 18, 2016. Interested candidates should submit a Baltimore City Employment application and resume, including size and composition of staff 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**

**William Vondrasek, Acting Director**