



Hackensack Riverkeeper, a 501(c)(3) nonprofit clean-water advocacy organization based in Hackensack, NJ, seeks a **Paddling Program Manager** for the upcoming season. The part-time position (up 30 hours per week) runs April 1 through October 31, 2022. Central responsibilities include overseeing staff and operations at three locations:

- **Paddling Center at Laurel Hill Park**, Secaucus, NJ - Open weekends and Monday holidays. Some evening hours may be required. Site rents canoes and kayaks.
- **Overpeck Park Kayak Center**, Teaneck, NJ – Open weekends and Monday holidays. Also open weekdays from 6/20 thru 9/2/22. Some evening hours may be required. Site rents canoes, kayaks and stand-up paddleboards.
- **Waterworks Park Center**, Oradell, NJ – 2022 will be the first year of operation for this site. Operating hours and types of boats are in process of being determined.

The job requires a candidate with excellent interpersonal and communications skills, keen attention to detail, and ability to properly use basic hand tools. It also requires extensive paddling knowledge and experience. It often requires quick-thinking and physical exertion. The Paddling Program Manager reports to the Executive Director (or his assign/s as needed). The job offers a unique, enjoyable, and profitable opportunity to work outdoors near the water.

Pre/Post-season Responsibilities (Paddling Season runs 4/23 – 10/16, conditions permitting):

- *Pre:* Working with the Executive Director to interview and hire site managers for each Center. Site Managers will report to the Program Manger.
- *Pre:* Interviewing applicants / hiring new center staff to augment returning crew.
- *Pre:* Ensuring each site is staffed, supplied and ready to open on time.
- *Post:* Overseeing shut-down and securing boats / gear at each site.

In-Season Responsibilities:

- Coordinating with Site Managers on HR, incl. staff scheduling and payroll procedures.
- Following proper cash and credit card security controls, including picking up receipts & Daily Activity Reports and delivering to the Executive Director (or his assign) daily.
- Overseeing maintenance of all craft, including motorized safety boats.
- Maintaining good inventory control; keeping stock of consumables and condition of all of boats and associated gear. Ensuring each site is in proper order.
- Overseeing staff training, including safety, site operations, small boat handling, clock-in/clock-out procedures.
- Maintaining cordial relationships with county Parks Department staff.
- Attending Senior staff meetings.
- Supervising Center staff at offsite paddling events.

Requirements:

- Proof of COVID vaccination (via CDC vaccination card or approved app such as Docket) or if exempt, provide proof of a negative COVID test weekly
- Follow proper COVID-19 safety protocols at *all* times
- Professional and friendly demeanor; comfortable speaking with the public in a busy, outdoor setting
- Reliable transportation (fuel reimbursement available)
- Ability to swim
- First Aid / CPR Certifications a plus
- State Boating Safety Certificate or NJMVC Boating Endorsement a plus
- Experience driving a 17-foot box truck (w/ automatic transmission) a plus

Compensation: \$20 per hour / up to \$600 per week

Send your resume/references with cover letter to info@hackensackriverkeeper.org.

Hackensack Riverkeeper, Inc. is an Equal Opportunity Employer