



Hackensack Riverkeeper, a 501(c)(3) nonprofit clean-water advocacy organization based in Hackensack, NJ, seeks **three Site Managers** for each of its Paddling Centers for the 2022 season. The season begins Saturday, April 23 and runs through Sunday, October 16, 2022, weather and conditions permitting. The Center sites are:

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

Each part-time position (each up 25 hours per week) requires a candidate with excellent interpersonal and communications skills, keen attention to detail and the ability to properly use basic hand tools. It also requires good paddling knowledge and experience. It sometimes requires quick-thinking and physical exertion. These are *not* an office jobs; but *will* provide the right persons with solid marketable management experience.

Each also provides an enjoyable – *and profitable* – opportunity to work outdoors near the water. All necessary training will be provided.

Responsibilities Include:

- Following COVID-19 safety protocols at *all* times
- Responsible for verifying non-vaccinated staff's COVID test results weekly
- Reporting directly to the Paddling Program Manager
- Coordinating with the Paddling Program Manager on all areas of staff training
- Staff scheduling, active management, maintaining good relationship with your crew
- Following proper cash handling and credit card security control protocols
- Maintaining good Inventory control; regularly taking stock of consumable supplies and condition of all boats and associated gear – *and communicating what's needed*
- Other tasks as needed to benefit the organization's mission. These include, but are not limited to, working offsite paddling events, pitching in when and where needed and sharing information about the work and mission of Hackensack Riverkeeper

Requirements:

- Proof of full COVID vaccination (via CDC vaccination card or approved app such as Docket) or if exempt, provide proof of a negative COVID test weekly
- Professional and friendly demeanor; comfortable speaking with the public in a busy, outdoor setting
- Reliable transportation
- Ability to swim
- Extensive paddling experience and/or safety training is preferred
- First Aid / CPR Certifications a plus
- New Jersey Boating Safety Certificate a plus (**required* for safety boat operators)
- Experience driving a 17-foot box truck (w/ automatic transmission) a plus
- Fluency in a second language (e.g., Spanish, Korean, Arabic, Hindi, etc.) a plus

Compensation: \$17.50 per hour / up to \$437.50 per week

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

Hackensack Riverkeeper, Inc. is an Equal Opportunity Employer