

Kayak Flint Fleet Supervisor - Seasonal

Position: Kayak Flint Fleet Supervisor - Seasonal

Wage: \$12.75/hour, Benefits: n/a

Hours: 8-15 hours/week, seasonal contract

Dates: May 24th-October 15th, 2021, 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 Kayak Flint Managers and Lead Supervisor

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. 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
- 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
- Ensure customer and staff adherence to Kayak Flint regular and COVID-19 policies and procedures, including mask-wearing at all times in the van
- 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 Lead Supervisor 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
- Clean and sanitize kayaks and equipment 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 Lead Supervisor 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 Lead Supervisor 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, including ability to regularly back-up and turn around a trailer
- 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. Applicants invited to interview will be asked to submit to a background check and driving record check. Please reach out if you have any concerns.

Email submissions: info@flintriver.org