



Kayak Rental Program Coordinator

MOUNT ST. HELENS INSTITUTE

Position:	Kayak Rental Program Coordinator
Compensation:	\$23.76/hour; Eligible for SIMPLE IRA retirement plan with a 3% employer match.
Term of Employment:	Hourly; part-time; non-exempt; temporary; seasonal 24 hours/week (9a-6p Friday, Saturday, Sunday) May 1 - Nov 7
Application Closing Date:	Applications will be evaluated beginning February 1, 2024 and will remain open until filled
Start Date:	May 1, 2024

SUMMARY: MSHI is implementing a kayak rental program at Coldwater Lake, as part of the expansion of facilities and recreation opportunities in the Coldwater Lake area. Working under the supervision of the Strategic Projects Director, the Kayak Program Coordinator is a new seasonal position at MSHI that has the opportunity to shape and grow a pilot paddlesport program. The program will run Fridays, Saturdays, and Sundays from May 18-October 30, 2024. Pre-program training and setup from May 1 to May 18 and end of season cleanup from October 30 to November 7 are required.

DUTIES AND RESPONSIBILITIES:

Customer Service, 60% of work time

- Answer participant questions
- Provide basic interpretation about Mount St. Helens
- Brief participants on safety and paddling regulations
- Provide basic paddling instruction to participants
- Operate concessions stand (non-perishable snacks)

Equipment management, 20%

- Secure / maintain / clean / replace equipment including vessels, PFD's, paddles
- Inspect gear and fit life jackets to participants before every launch
- Use a motorized boat as necessary
- Act as a steward of the natural world and follow Leave No Trace practices such as picking up trash

Administration, 15%

- Accept credit card payments
- Reconcile daily sales
- Be an advocate for other MSHI programs
- Perform other duties as needed or assigned

Risk management, 5%:

- Perform excellent risk management in a remote setting
- Give appropriate guidance to participants based on judgment of skill level

Organizational representation, continuous

- Follow all policies and procedures as outlined in MSHI's Employee Handbook
- Professionally represent MSHI and its Mission, Vision and Values

REQUIRED QUALIFICATIONS:

- Interest in paddle sports and sharing that interest with others; experience kayaking or stand up paddleboarding preferred
- Basic First Aid/CPR certification or higher required by program start
- Be able to work effectively with minimal supervision
- Demonstrate personal and professional commitment to equity, inclusion and cultural competency;
- Personable and outgoing demeanor.
- Enthusiasm for Mount St. Helens and the mission of the Mount St. Helens Institute
- Have a valid driver's license with an acceptable driving record for the past three years
- Have a reliable personal vehicle

PREFERRED QUALIFICATIONS

- American Canoe Association or similar certification

ABILITIES:

- Lift, move, and transport personal watercraft (kayaks, tandem kayaks, and SUPs) weighing up to 70 pounds.
- Excellent communication and customer relation skills
- Enjoy working with the public
- Ability to problem solve, prioritize tasks, and multi-task
- Quick and efficient decision-making
- Attention to detail and a high level of accuracy
- Organization, flexibility, and ability to adjust
- Highly responsible and reliable, able to work autonomously and independently
- Staff are required to maintain excellent hygiene and maintain a professional appearance.
- Comfortable working in extreme weather conditions, such as heat, cold, and/or rain
- Basic arithmetic

WORKING HOURS: 9 am-6 pm Friday, Saturday, and Sunday during the operating season.

WORKING ENVIRONMENT:

- Working long hours outdoors in a concession without A/C or heat
- Working in wet conditions
- Withstanding temperature extremes in outdoor environments and inclement weather
- Two staff uniform shirts will be provided and are required at all times during work hours.

LOCATION: This position will be located at Coldwater Lake on the northwest side of Mount St. Helens along highway 504. MSHI's youth education and rental programs operate out of the Science and Learning Center at Coldwater, a five minute drive from the lake.

Coldwater Lake is 45 miles from I-5 exit 49 (Castle Rock). Primitive tent or RV camping is available but housing and transportation are not provided for this position.

There is no cell or internet service at Coldwater Lake. Kayak staff will be provided with a radio for emergency communications.

The Mount St. Helens Institute's main office is in Amboy, WA. Occasional travel to the main office may be required.

BACKGROUND INVESTIGATION: MSHI shall conduct a background investigation prior to making a conditional offer of employment or re-hire. All offers of employment are contingent upon a satisfactory background investigation. The background investigation may include, but is not limited to the following, as permitted by law: social security verification (social security number, date of birth, former addresses); prior employment verification; personal and professional references; education verification; motor vehicle records; and criminal history. The following factors will be considered for applicants with a criminal history: nature of the crime and its relationship to the position; time since the conviction; number (if more than one) of convictions; whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the organization, its employees, volunteers, partners and program participants.

ABOUT US: The [Mount St. Helens Institute](#) advances understanding and stewardship of the Earth through science, education and exploration of volcanic landscapes. We are united in our common passion for Mount St. Helens and connecting folks of all backgrounds with science, the outdoors and each other. We value diverse perspectives, good challenges, adventure, fun, partnership and community. MSHI is the official nonprofit partner of Mount St. Helens National Volcanic Monument. As such, we work closely with Monument staff and operate under a US Forest Service special use permit.

MSHI fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. We ensure that all employees work in a positive, supportive, empowering environment free of discrimination. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation or physical ability. We are an equal opportunity employer and provider. For more information on our commitment, please review the MSHI's [Equity, Diversity and Inclusion Statement](#).

TO APPLY: Email the following items to apply@mshinstitute.org. Application evaluation will begin February 1, 2024 and continue until the position is filled.

- Subject Line: "**Last Name, First Name - Kayak Rental Program Coordinator**"
- Cover Letter (name the file as follows "**Last Name, First Name - Cover Letter**")
- Resume (name the file as follows "**Last Name, First Name - Resume**")

If you would like to apply for other MSHI positions, please send a separate email for each job with application materials and include the job title in the subject line. One email application per job title, sent to apply@mshinstitute.org.