

August 5, 2024

Black River Cypress Preserve (BRCP) – Part-time position

Job Title: Waterways Supervisor and Kayaking Group Lead, BRCP

Job requirements:

- A valid South Carolina driver's license
- Authorized to work in the United States of America
- Ability to lift 50 lbs and perform physically demanding work for ~4-8 hours a day
- Ability to work outdoors in all types of temperatures and conditions
- Extensive kayaking and canoeing experience; ability to instruct beginners is preferred
- Ability to operate small gas-powered equipment & hand tools (e.g., chainsaw, weed-eater, loppers, etc.)
- Experience operating small outboard engines & jon boats
- Follow all rules and safety protocols provided by the Executive Director; this position will require a signed agreement that the employee has read and pledges to follow all rules and safety protocols
- Exhibit flexibility and a willingness to switch tasks when necessary
- The ability to follow verbal & written directions and willingness to ask questions
- Maintain a positive attitude and willingness to work with others

Job Responsibilities: This position will require operational knowledge of outboard motor watercraft and basic knowledge of regular maintenance. Kayaking and canoeing experience is also a requirement to successfully perform the role. Ongoing training and certifications for kayaking will periodically be required. The right candidate will need the ability to effectively lead and coach visitors and special guests with basic kayaking instructions. Any classes and tests will be paid for by BRCP. It will also require supervision of other BRCP contractors (guides) and staff who might be assisting with an event(s) or function as well as supervision and training of interns and other hired contractors (guides or laborers) while working directly alongside them. The following outline is a summary of the various tasks and responsibilities that are required to successfully perform this role:

River & Swamp Maintenance –

- Oversee the maintenance of waterways at all sites (per appendix) including, but not limited to, the Swampside Tract, Peninsula Tract, Wild Azalea Tract, and the The Nature Conservancy (TNC) Tract - *Black River Swamp Preserve* - that we lease. Some stretches of the Black River, not bordering our properties, may also need to be periodically maintained. Directional arrows will need to be made as needed and the existing ones on the waterways should be monitored and replaced, if necessary, throughout the year. Trash and debris will need to be removed from the river and swamps/sloughs at opportune times (post flooding and/or low river levels).
- Monitor river levels (gauges) and keep *Excel* spreadsheet log
- Create and prioritize a task/job schedule; keep personnel (hourly contracted assistance & interns) informed about where and how they will be assisting on a day-to-day basis

August 5, 2024

-Observe personnel skill levels and attention to detail; provide instructions and feedback when possible; be positive and encouraging whenever giving feedback; bring to the attention of the Executive Director if there are personnel that have been given repeated instruction to no avail

Lead Guide and Outdoor Education –

This position requires leading and guiding groups of visitors and guests on tours both in kayaks and on bikes. The role will require the candidate to be proficient in, or willing to learn kayaking and biking skills. Kayaking skills include the following: how to enter and exit a kayak safely and efficiently, how to paddle long distances efficiently and avoid hazards, and open water rescue. The River & Swamp Management Supervisor should be able to evaluate group paddling and biking abilities and choose appropriate routes, maintain group attention and proximity, and assist in the case of trouble. Additionally, the Waterway Supervisor/Kayaking Group Lead must prepare and stage equipment for successful visitor groups and student outings.

Equipment and Safety –

All canoe/kayak water trails are to be maintained at the highest level. This would include but not limited to the following tasks:

Safety – Before letting anyone operate BRCP power equipment, determine if they have experience or a working understanding of the tool or equipment. Eye and ear protection should be always worn by all maintenance personnel. BRCP will provide personnel with both. Safety for both our guests and staff is paramount. Do everything possible to ensure there are no hazards such as hanging limbs, or semi-submerged logs that would cause personal injury or damage to the equipment. Determining what activities are taking place on the property is essential so that maintenance doesn't adversely affect a visitation group. The position will require the enforcement of park rules and etiquette to ensure safety for both visitors/guests and staff.

Outdoor Education Program (OEP) assistance – The position will require moving both bikes and kayaks to multiple locations. There is a shared calendar that will show upcoming events. The job requires continuous communication with programming schedulers and guides to coordinate and outfit each event/group. There may be times when you will be called on to serve as a guide and/or park ranger (appendix "Rules").

Maintenance of OEP equipment – This role will require working with the Outdoor Education and Recreation Manager to evaluate and assess condition of paddle-craft. A shared equipment log shall be maintained.

Power Equipment Care & Maintenance – Communication with the Maintenance Supervisor and Caretaker is necessary as power equipment and tools are shared for multiple purposes. Having an updated inventory and maintenance log is required for all power equipment/tools, vehicles, and trailers. Communication between all staff and guides is vital in order to have a successful and functioning visitation program.

April & November Availability – BRCP President, Board Members, Senior Staff, and guests stay and visit the property primarily during these two months. More working hours are available

August 5, 2024

and needed during these times. Stage kayak(s) and gear at point of origination and be at take-out location prior to arrival. Be the point of contact for tracking and emergency devices.

Stretch Roles and Cross Training – There may be occasions that will require performing additional duties that contribute to the goals of BRCP. Flexibility and willingness to learn new skills is a key component in successfully fulfilling this role.

Appendix

Site locations:

Swampside & Wild Azalea Tracts:

~10+/- miles of river frontage

Lower, middle, upper John's Lake Trail

Big Dam Swamp

Lester Creek

Green's Creek

TNC/Black River Swamp Preserve sloughs/swamps

Azalea Slough (Horse Pen Swamp/Lester Creek)

Peninsula Track:

3+ miles of river frontage

Wood Duck Pond

Other waterways:

Birch Creek – Watson Farm (PeeDee Land Trust)

Black River between Peninsula & Swampside Tracts

Rules and Protocols: Provided as a separate document.