

October 24, 2024

Black River Cypress Preserve – Full-time position

Job Title: **Waterways Supervisor / Kayaking Group Lead**

Job requirements:

- A valid South Carolina driver's license.
  - Authorized to work in the United States of America.
  - Ability to lift 50lbs 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 preferred.
  - The ability to operate small gas-powered equipment & hand tools (e.g., chainsaw, weed-eater, loppers, etc.).
  - Experience operating small outboard engines & jon boats.
  - 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.
  - Follow all rules and safety protocols provided by director. The position will require a signed agreement that the employee has read and pledges to follow all rules and safety protocols.
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The 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 role. Ongoing training and certifications for kayaking will periodically be required. Certification classes and tests will be paid for by BRCP. The right candidate will need the ability to effectively lead and coach visitors and special guests with basic kayaking instructions. It will also require supervision of other Black River Cypress Preserve (BRCP) contractors (guides) and staff who might be assisting with an event(s) or function. Supervision and training of interns and other hired contractors (guides or labors) 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 and actively participate in the maintenance of waterways at all sites (per appendix) including but not limited to the Swampside Tract, Peninsula Tract, Wild Azalea Tract, and the 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. Maintaining waterways involves removing blowdowns and branches, that have made navigable waterways impassible. 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 river and swamps/sloughs at opportune times (post flooding and/or low river levels). Maintain an ongoing log that tracks river levels to determine opportune times to perform maintenance on the different waterways. The log will also serve to let us know if land trails or points of interest are impacted by flooding.

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.

Observe personnel skill levels and attention to detail. Provide instruction and feedback when possible. Be positive and encouraging whenever giving feedback. If there are personnel that have been given repeated instruction to no avail, bring to the attention of director.

### **Lead Guide and Outdoor Education –**

The position requires leading and guiding kayak groups on the river, creeks, and swamps. The role will require the candidate to be proficient in, and willing to improve (certification) kayaking skills. Kayaking skills include, how to enter and exit a kayak safely and efficiently, how to paddle long distances efficiently and avoid hazards, and open water rescue. The Kayaking Group Lead should be able to quickly evaluate a group's paddling abilities and choose appropriate routes according. Candidate will be able to affectively maintain groups attention and stay in comfortable proximity. Additionally, the Waterway Supervisor/Kayaking Group Lead must prepare and stage equipment for visitor group outings. During kayak trips/tours a strong background as a naturalist is required. Herpetology, botany, and natural history are all key components.

### **Equipment and Safety –**

All canoe/kayak 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 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 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 programing 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 Outdoor Education 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 programming.

**April & November Availability** – BRCP President, Board Members, Senior Staff, and guests stay and visit the property primarily during these two months. It is essential candidate is available during these months. Overtime pay (1.5x hourly rate) is available during these times. Example of tasks include staging kayak(s) and gear at point of origination and be at take-out location prior to arrival. Point of contact for tracking and emergency devices.

**Stretch Roles and Cross Training** – There will be substantial blocks of time available to perform other tasks. Flexibility and a willingness to perform and/or learn new skills is a key component in successfully fulfilling this role. Participating and learning other aspects of running the Preserve contribute to the goals of BRCP and makes the role more interesting and fulfilling. Additional skill sets and competencies are an important part of this position. Here is a short list where key experience is needed:

- Carpentry Skills – Make and install signs for both land and water trails. Install fencing and small gates.
  - Equipment Operator Skills – Tractor and attachment knowledge and experience. Chainsaw and other power tools experience is essential.
  - Assisting with prescribed burning.
  - Participate in enhancing forests with additional planting and/or clearing designated areas.
  - Enhancing garden and points of interest areas with planting.
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## **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.**