

Outdoor Office Associate

If you love the outdoors, are a life-long learner and enjoy a positive work environment, this is the place for you! Charleston Outdoor Adventures has been educating guests about the Lowcountry & salt marsh ecosystem for nearly 15 years. As an Outdoor Office Associate, you assist guests in the check in/ check out process, make new bookings, maintain office facilities and help prepare and launch kayak tours and unguided rentals.

Responsibilities & Expectations:

- Participation in a 2 week (approximate) training
- Ability to make and adjust bookings, monitor tour schedule and maintain inventory & facilities
- Learning & communicating tour, weather and safety information
- Ability to provide a professional, polite and positive customer interaction
- Have personal transportation
- Must be able to work holidays & weekends, accommodate "split" shifts, being on-call and working a seasonal job
- Ability to maintain a positive and professional attitude while managing duties and working outside

Required Experience:

- Adult & Child CPR/First Aid Certification (or ability to obtain within 30 days of hire)
- Ability to use multi-line telephone and professional email experience
- Multi-tasking and handling high volume customer interaction
- Ability to lift 50-100 lbs repeatedly
- Ability to arrive on time and maintain professional experience & conduct
- Competence & common sense

Preferred Qualifications:

- Experience with scheduling software
- Kayak or Paddle Boarding experience
- Leadership experience
- Associate or Bachelor degree in areas of communication, environmental science, recreation, education or similar field

Trainings

As an Outdoor Office Associate, you will participate in an on-site safety training session and approximately 2 weeks of training shifts. All training sessions will be scheduled by management based on staff availability, need and weather conditions.

Schedule

Full time, seasonal Office Associates work 5-6 days per week, with each shift being 6-8 hours long. Given the seasonal & outdoor nature of this job, shifts are dependent on weather & interest, with highest hours expected in the Spring, Summer & Fall months. Seasonal Employees can expect to be scheduled March- October.

All staff are expected to be available to work weekends & holidays.

Landing Shifts

Landing shifts are assigned on an “as needed” basis. Office staff may be scheduled landing shifts on an “as needed” basis. These shifts are set hours spent on land assisting tours on/off the water, preparing for, instructing and assisting unguided rentals, and facility & kayak maintenance.

Pay & Benefits

Office: \$15-\$18/hour

IRA benefits

End of season bonus

Discounts on professional workwear from local & national partners (ie Columbia, Xtratuf, Chaco, Free Fly & more)

Use of kayak & paddling equipment