



2022 Employment Application

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, religion, gender, age, sexual orientation, national origin, physical or mental handicap, or veteran status.

Note: Please type or print your answers in blue or black ink.

Date _____ Shirt Size _____

Last name _____ First name _____ Middle Initial _____

Street Address _____

City _____ State _____ ZIP _____

Your Cell # _____ Home Phone # _____

Alternate e.g. parent. Name _____ Cell _____

Your e-mail address: _____

Social Security # _____ Age: _____ Date of Birth: _____

Do you have a Driver's License? _____ Do you have a Car? _____

GENERAL INFORMATION

Sea Kayak Connecticut conducts business operations from May through October. For 2022, the season will commence with weekend-only operation from May 21 through June 18. 7-day weeks will commence on June 18 and run through August 29. A weekend-only schedule will resume on August 29 and run through October 10. Staff are needed for all six months but particularly during the 7-day weeks of June, July, and August. Availability to work weekends during May, September, and October is preferred but not required.

Hours of operation are weekdays, weekends, and holidays 9-6. Shop and Dock Staff are needed on weekends and weekdays. Camp Counselors are needed on weekdays. Qualified applicants can assist with private tours, short tours, birthday parties, external camp visits, corporate events, etc.

AVAILABILITY:

Date available to start: _____ through _____

Weekly: Weekdays and Weekends _____ Weekends only _____ Weekdays only _____ As needed: _____

Other: _____

Unavailable: Specific Dates/times etc. _____

Preference will be given to applicants that are available to work for the entire summer and the least amount of unavailability. Staff are expected to work all holiday weekends including Memorial Day, Father's Day, Fourth of July, Labor Day, and Indigenous People's Day, as these represent our busiest periods.

POSITION(S)

Please indicate the position(s) you are applying for: _____

(Shop Manager, Shop and Dock Staff, Camp Counselor, Tour Guide, Instructor) – see position descriptions on the following pages)

GENERAL QUESTIONS:

How did you hear about this opening? _____

EXPERIENCE:

Briefly state what interests you about this job and what relative experience you have.

EDUCATION

	School Name	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

Additional information you'd like to add (Please use the back of this document if needed):

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore, I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ **Date** _____

POSITION DESCRIPTIONS

Shop Manager:

Qualifications:

- Current First Aid and Adult / Child CPR. (SKCT provides a free certification course each spring)
- Thorough understanding of paddlesport rentals, tours, classes, camps, and other on-water programs.
- Experience with using a point-of-sale system, booking software, and a waiver management system.
- Ability to assist shop and dock staff, coordinate with guides and instructors, and interface with customers.
- Possess a CT boaters license and be able to safely operate a small power craft (or be willing to learn).
- Willingness to work in a sometimes fast paced and physically demanding environment.

Responsibilities:

- Opening and/or closing the shop.
- Scheduling staff, camp counselors, guides, and instructors.
- Processing online, phone, and in-person reservations and purchases.
- Processing credit cards and managing online reservations.
- Ensuring that the locker room and the shop are kept tidy, clean, and properly stocked.
- Having familiarity with local waterways, tides, currents, and weather patterns.
- Regular monitoring of local wind and weather satellite information and forecasts.
- Proactive communications with managers, staff, guides, counselors, and instructors.

Shop and Dock Staff:

Qualifications:

- Current First Aid and Adult / Child CPR preferred. (SKCT provides a free certification course each spring)
- Basic knowledge of kayak and SUP rental operations, guided tours, camps, and classes.
- Familiarity with fitting life jackets, adjusting paddles, organizing kayaks, paddle boards and equipment.
- Ability to help clients get safely onto and off the water, providing paddling tips, and trip guidance.
- Some familiarity with the local waterway, tides, currents, and weather patterns.

Responsibilities:

- Setting up the dock with paddle craft and gear for daily rental operations, tours, camps, and classes.
- Setting up the front of the shop control desk, awnings, computers, and exterior displays.
- Keeping the locker room and the shop tidy, clean, and properly stocked.
- Running the front of the shop including check-in, check-out, walk-ins, phone calls, and sales.
- Running the dock keeping all assets rinsed, organized, and secured.
- Receiving and outfitting clients; adjusting life jackets, paddles, seats, SUP leashes, and foot braces.
- Launching and retrieving clients onto and off the dock
- Offering basic paddling tips; giving information on wind, weather, and tides; offer route guidance.
- Rinsing kayaks, SUP's, and gear at end of day; stowing and secure all gear and equipment.
- Assisting other staff members and coordinating with managers, staff, guides, and instructors.

Camp Counselor:

Qualifications:

- Current First Aid and Adult / Child CPR preferred. (SKCT provides a free certification course each spring)
- Must enjoy working with children; Kayak and SUP paddling experience is also preferred.
- Experience as a Camp Counselor is preferred but not required.
- Familiarity with fitting life jackets, adjusting gear, and managing both people and equipment.
- Ability to help children safely onto and off the water, and shepherd small groups while on water.
- Familiarity with the local waterway, tides, currents, and weather patterns.
- Proactive communications with managers and staff.

Responsibilities:

- Utilize leadership, group management, and people skills to facilitate a positive camp experience.
- Setting up the dock with paddle craft, gear, and games for camps; meeting campers when they arrive.
- Launching and retrieving campers from the dock.
- Communicating with other counselors and/or the shop via VHF handheld marine radio.
- Keeping the locker room area tidy, clean, and properly stocked.
- Offering basic paddling tips; provide route guidance and overseeing games and activities.
- Rinsing camp kayaks, SUP's, and gear at end of day; stowing and securing all gear and equipment.
- Assisting other counselors and coordinating well with managers and staff.

Tour Guide:

Candidates must demonstrate proficiency and competency in, on, and around paddle craft and have experience in leading groups. Owning ones' personal gear is preferred but not required. Guide pay is per-tour, based on tour length (2-hr, 3-hr, and 4-hr tours).

Tour Guide Qualifications:

- Current First Aid and Adult / Child CPR (SKCT provides a free certification course each spring)
- Successfully complete a SKCT Trip Leader Training course (SKCT provides a free TLT course each spring)
- Experience leading groups; paddling experience including rescues, group management, and basic navigation.
- Familiarity with local waterways, tides, currents, wind, and weather patterns.

Tour Guide Responsibilities:

- Utilize leadership, group management, and people skills to facilitate a positive tour experience.
- Review forecasted weather conditions, and make responsible decisions based on anticipated conditions.
- Bring personal equipment and all client gear to the dock well before the scheduled start of the tour.
- Meet clients, fit them to their gear, provide basic paddling technique, and chart-based route navigation.
- Manage the group on water, perform rescues, and tows as needed along the route.
- Communicate with other guides and/or the shop via VHF handheld marine radio
- Be familiar with local waterways, traffic, hazards, winds, tides, currents, and marine weather forecasts.
- Help Dock Staff with offloading, rinsing, and storage of kayaks and gear following tours.

Coastal Kayak Instructors: - Instructor pay is per-class, based class length and the instructor's experience. Instructors are hired on a consultant/contract basis. They are required to have a current instructor certification with the American Canoe Association (L2 min.) or a minimum 2-star award with British Canoeing. All instructors must possess a current first aid and CPR certification. (SKCT provides a free certification course each spring)

Standup Paddle Board Instructors: - Instructor pay is per-class, based class length and instructor experience. Instructors are hired on a consultant/contract basis. They are required to have a current instructor certification with the American Canoe Association (L1 min.) or a Paddle fit CORE instructor certification. All instructors must possess a current first aid and CPR certification. (SKCT provides a free certification course each spring)

Please email completed applications to:

David McPherson
david@seakayakct.com