

The Haw River Canoe & Kayak Co.

JOB DESCRIPTION

TITLE: Glencoe Outpost Coordinator
TYPE OF JOB: Part-time – May through September
CO-SUPERVISORS: Operations Manager & President
LOCATIONS: Glencoe, NC
PREPARER: Joe Jacob; 336/260-4748
DATE PREPARED: June 1, 2024

SUMMARY OF POSITION:

In order to reduce the impact of our rental and guided trips program on the riverine environment and to offer our clientel other paddling experiences, The Haw River Canoe & Kayak Co. opened the Glencoe Outpost in 2023. Located approximately 20 miles upriver from our main operation in Saxapahaw, NC, the Glencoe Outpost Coordinator will help to increase our current operations by reaching out to upriver communities and organizations.

DUTIES:

1. Develop a marketing program to reach out to local organizations such as schools, church groups, scouts, local businesses and Elon University. Such a program would include social media posts, targeted contact to potential clients, attendance at functions to promote our river programs and in-person presentations to civic organizations. Keep excellent records of contacts made and results.
2. Conduct river operations on the Haw River and Stoney Creek to include canoe and kayak self-serve trips and guided kayak trips.
3. Maintain all equipment to include vehicles (includes checking and “topping off” fluid levels & tire pressure), trailers, boats, paddles and PFDs in order to make sure that they are in excellent working condition. Pull out of service any equipment needing repairs. When necessary make needed repairs or see to it that repairs are done.
4. Develop an office filing system to keep track of paperwork to include trip records and items purchased.

5. As the Outpost develops, recruit and train part-time staff to conduct self-serve and guided trips.
6. Regularly communicate with our main office in Saxapahaw, NC.

POSITION REQUIREMENTS

1. Ability to clearly communicate with potential clients and close on sales.
2. Paddling and river experience a must have.
3. Knowledge of Haw River paddling opportunities to include those offered by The Haw River Canoe & Kayak Co. required.
4. Willingness to learn company communication and online registration programs necessary.
5. Exceptional organizational skills in a sometimes hectic environment needed.
6. Personal qualities must include honesty, enthusiasm, being on time, a can do attitude and good interpersonal skills.
7. Must be able to lift canoes and kayaks with the assistance of others if necessary.
8. Current driver's license, excellent and safe driving skills and an ability to tow and back-up a trailer required. Training available if needed for willing applicants.
9. CPR & first aid training required.
10. Concern for and commitment to conservation essential.

Pay & Benefits:

Initially, pay will be on a contract basis as a percentage of profits. As the Outpost grows, pay will change to either hours worked or on a salary basis. Benefits include use of company paddling equipment and discounts on certain manufacturers with whom we have relations.

CONTACT:

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