



MENOKIN

MENOKIN FOUNDATION  
P.O. BOX 1221  
WARSAW, VIRGINIA 22572

Menokin is seeking **two part-time, seasonal Kayak and Visitor Assistants** to work for Menokin's partnership with the Town of Warsaw, Rappahannock Outdoor Adventures (ROA). Hosted at the historic Saddlery building on Main Street in Warsaw, ROA is a kayak rental service that runs Memorial Day through Labor Day. Visitors will rent kayaks and receive shuttle rides to and from the Saddlery and their launch point. ROA also offers special guided kayak paddles during its season.

The Saddlery functions as the Northern Neck Regional Visitors Center. Kayak and Visitor Assistants will also help people seeking tourism information for the area.

### **Job Summary:**

Kayak and Visitor Assistants will:

- Load kayaks onto and off the trailer and at the launch
- Assist paddlers getting into and out of their kayak
- Drive paddlers to and from the launch
- Provide basic tips to beginner paddlers
- Enforce safety protocol, including the proper fit for personal flotation devices.
- Manage reservations over the phone and via the Menokin website
- Monitor the weather and communicate with paddlers about weather-related cancellations
- Maintain the kayak fleet and equipment, ensuring it is properly cleaned and secured when not in use.

When not assisting paddlers, they will:

- Greet visitors
- Answer questions about local tourism (attractions, restaurants, shopping)
- Restock rack cards and keep visitor-facing areas orderly
- Handle any gift shop sales
- Attend community events to share information about ROA.
- Monitor the ROA Facebook page and create posts for it.

Kayak and Visitor Assistants will report to Menokin's Director of Visitor and Community Engagement.

### **Preferred Qualifications:**

- Experience working in a customer service setting
- Experience communicating clearly with and instructing groups of people
- Experience working or volunteering in outdoor settings



**Required Qualifications:**

- Valid Driver's License (staff will be driving 15 passenger van with a kayak trailer)
- Must pass background and driving record checks
- Can lift up to 50 lbs.
- Completion of CPR course and ACA *Level 1: Introduction to Kayaking* skills course within the past year, or willing to complete before ROA opens (Menokin will pay for training). Higher level skills courses are also acceptable, but not required.

**Pay:** \$12/hour, plus tips.

**Hours:** 21-29 hours/week, Thursday through Sunday. Must be available weekends and holidays including Memorial Day Weekend and Labor Day Weekend. Shifts will be 5 to 8 hours during the day and include a paid lunch break.

To apply, please send your resume to Juliana Grassia at [jgrassia@menokin.org](mailto:jgrassia@menokin.org) by April 1, 2022. Training begins in May.

