



## Operations Assistant

Rippleffect is seeking individuals who have experience working with youth in varied outdoor education settings for our Operations Assistant position. Rippleffect is excited to expand our team to support our growing program offerings.

**Who We Are:** Rippleffect is a non-profit youth and community development organization, serving over 4,000 youth annually. We own Cow Island, a beautiful 26-acre eco-campus in Casco Bay, Maine, where we run many of our youth and adult programs. Our mission is to promote youth development and leadership through adventure, healthy communities and living sustainably.

**The Position:** The Operations Assistant is a member of an integrated team that supports Rippleffects adventure and experiential education programming on Cow Island. The OA is a member of the Operations Team. The Operations team is a group of dedicated staff that includes the Operations Director, Operations Assistant, Island Stewards, Gear Steward, Boat Captains, Kitchen staff and Volunteers. The OA will work very closely with the Operations Director to ensure the day to day of Rippleffect operations is being carried out efficiently. **This position requires the ability to safely drive multiple types of small boats.**

The OA is supervised by the Operations Director. **This is a five day position occurring Monday through Friday. Desired duration of this position is from April-October.**

### **Primary areas of Responsibilities:**

#### **Island Opening and Closing:**

This position will work closely with the Operations Director with the opening and closing of Rippleffect's Cow Island Operations.

This includes but is not limited to:

- Commissioning Rippleffect vessels
- Inspecting Cow Islands infrastructure, completing any repairs, and ensure systems are running correctly
- Cow island winter cleanup
- Transporting all equipment from the mainland to Cow Island via Rippleffect's landing craft
- Prepare program spaces on Cow Island for programming
- Prepare island vehicles for season use
- Train to drive all Rippleffect vessels
- Cow island closing occurs towards the end of october

#### **Daily tasks during the season**

\*Each morning the OA will complete "rounds" which consists of Ensuring all crucial pieces of island infrastructure are in working order.

These responsibilities include:

- Ensuring all Rippleffect vessels are inspected and ready for use
- Ensuring island vehicles are gassed up, charged, and ready for use
- Ensuring solar system and generator are working correctly



- Checking water system, amount and quality of water, leaks
- Checking island electrical system for faults or inefficiencies
- Ensuring all tools and equipment used by the entire operations team are clean, working correctly, organized and ready for use.
- Checking in with island stewards with their task list

Other general responsibilities include:

- Carrying out and managing island improvement projects
- Troubleshooting issues with cow island infrastructure
- Assisting boat captains with daily boat inspections
- Safely operating all Rippleffect boats especially Rippleffects Landing Craft "Vision" and skiff "Opportunity".
- Ensuring all equipment and/or food is properly transported to cow island and put away in designated locations

**Qualifications :**

- a. Experience in carpentry, plumbing, electrical systems
- b. Ability to safely and confidently operate Rippleffect Vessels
- c. Outboard motor repair and maintenance experience
- d. Ability to self-lead and work autonomously
- e. Willingness to do tasks outside of job description at a moments notice
- f. Ability to lift 50+ lbs safely and regularly
- g. Ability to multitask
- h. Strong attention to detail
- i. Ability to operate landscaping equipment i.e. lawn mowers, weed whackers, and chainsaws
- j. Current driver's license

**Preference will be given to:**

- Applicants with experience in carpentry, plumbing, electrical systems.
- Applicants with at least USCG OUPV strong preference to applicants with USCG 25-100 Ton

**Timing:**

Scheduled Full Time work will be available from April to October. Monday through Friday

All other work will be scheduled on an as needed basis

Some weekend and night work may be scheduled

**Compensation:** \$150-\$160 Daily based on experience. We also provide workers' compensation insurance, equipment discounts and high quality staff training.

**Contact:** Tony Alves, Operations Director- [tony@rippleffect.net](mailto:tony@rippleffect.net)



**To Apply:**

Send resume, cover letter, and 3 references to [tony@rippleffect.net](mailto:tony@rippleffect.net)