



Yukon Conservation Society Trail Guide Coordinator Job Description

Hours: 37.5 hrs/week
Pay: \$17.50 (dependent on funding)
Dates: May 7 - August 24, 2018

Do you love nature, conservation, and local history? Want to spend some time outdoors this summer while coordinating a successful interpretive program? Apply to be our Trail Guide Coordinator! The Yukon Conservation Society (YCS) is a grassroots environmental non-profit organization, established in 1968. Our mission is to pursue ecosystem well-being throughout the Yukon and beyond, recognizing that human well-being is ultimately dependent upon fully functioning healthy ecosystems. Since 1980, our Trail Guides have introduced thousands of people to the trails around Miles Canyon in Whitehorse, Yukon.

This position is responsible for the effective delivery of high-quality nature and historical interpretive tours to a local historical site, plus special events. The Trail Guide Coordinator (TGC) helps hire, train and supervise two Trail Guides, and is responsible for promotion, organizing a two-day arts festival and other special events, and assists with the delivery of interpretive programs to 1000+ visitors each year.

Tasks and Responsibilities:

Program Coordination

- Develop hikes program schedule and book groups in for group tours
- Develop and implement a promotional plan including development of program flyers, posters, newspaper ads, events listings, social media, etc.
- Set up and staff the YCS outreach table weekly at Fireweed Market with volunteer assistance
- Coordinate special events, including a two-day arts event (Created at the Canyon)
- Foster existing partnerships and develop new partnerships with other groups
- Encourage volunteer participation in program

Supervision

- Organize a two-week training period for the trail guides
- Supervise two trail guides, ensuring the safety of the public and staff; lead hikes occasionally
- Plan weekly 'check-ins' with staff to provide input, resolve issues and evaluate program effectiveness; conduct staff evaluations at mid-season and end of season

Administration

- Utilize and expand on the information provided in the Trail Guiding Manual



- Collect and record hiker statistics
- Ensure all administrative work is done in a timely fashion
- Maintain program resources in an orderly fashion and collect new resources
- Prepare final project reports
- Prepare recommendations for building the Trail Guiding Program in future years

We're looking for:

- Experience or interest in natural interpretation and environmental education
- Secondary Education in the fields of Biology, Environmental Science, Environmental Education, History, Geography, Indigenous Studies, Outdoor Education, or similar field.
- Interest in conservation and the outdoors
- Experience working with the public
- Knowledge of natural history in the Yukon, or willingness to learn
- Ability to work with children, adults and people of various cultural backgrounds
- Energetic and motivated
- Creative, innovative and able to work independently

Requirements:

- Up to date certification in Basic First aid and CPR level C
- Ability to lead 2-hour hikes on uneven terrain occasionally
- Must have own transportation to and from Miles Canyon (8km from office) for frequent visits to Trail Guides
- The work week for this job is Monday-Friday until June 9, then Tuesday-Saturday
- We welcome applicants who are from under-represented groups (including Indigenous people and visible minorities)

Please note: Due to funding requirements, this position is open to:

- A full-time student intending to return to their studies in the next school year, aged 15-30, and a Canadian citizen, permanent resident, or person with refugee protection

OR

- A student who attended full-time at a secondary, post-secondary or vocational school during the current academic year for at least one semester, aged 15 or older, and legally entitled to work in Canada

OR

- A youth who has been a Yukon resident since March 1, 2017, aged 15-25

Deadline to apply: April 8, 2018

Email your cover letter and resume to outreach@yukonconservation.org or drop off at 302 Hawkins St. Whitehorse.