



Yukon Conservation Society Trail Guide Coordinator Job Description

Hours: 37.5 hrs/week
Pay: \$16.50
Dates: May 8 - August 25, 2017

This position is responsible for the effective delivery of high quality interpretive tours to Canyon City, and reports to the YCS Outreach & Communications Manager. Managing two Canyon City Interpreters (Trail Guides), the Trail Guide Coordinator markets the tours, books special group tours, organizes special children's events & arts events, ensures the safety of the public and staff, and assists with the delivery of interpretive programs to the public at Miles Canyon and Canyon City.

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 etc.
- Deliver the Kids' Ed-Ventures program and seniors' programming with assistance from Trail Guides
- Assist with weekly outreach at Fireweed Market
- Coordinate special events, including a two-day arts event
- Conduct hikes as required
- Foster existing partnerships and develop new partnerships with other groups
- Encourage volunteer participation in program
- Organize year end wrap up and reporting
- Develop YCS' social media and online presence, possibly including production of short videos

Supervision

- Organize a two-week training period for the trail guides
- Supervise two trail guides, ensuring safety issues are addressed
- Conduct weekly staff meetings and join guides on hikes periodically
- Plan daily '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



Requirements:

- Basic first aid and CPR level C
- Experience or interest in natural interpretation and environmental education
- Secondary Education in the fields of Biology, Environmental Science, Environmental Education, History, Geography, Indigenous Studies, or Outdoor Education.
- 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
- You must provide your own transportation to and from the work site.

Please note: A youth (age 15 – 25) or a registered full-time student will be hired for this position.

Deadline to apply: April 9, 2017

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