**UNBC Student Job Specification for Ecotourism Business in Yukon Territories (Summer Season 2017)**

Discovery Yukon Lodgings is an expanding ecotourism business that excels in customer service and is located on the Alaska Highway near Beaver Creek, approximately half way between Whitehorse and Fairbanks.

We are looking for two candidates to join us for our summer season to assist and strengthen many aspects of the business. The business is developing, and as such can offer you an opportunity to exercise your abilities and training covering a wide variety of tasks required in running a small growing business.

Duties to include, but not restricted to, and assistance with the following:

* Immersion in all aspects of customer service as a front desk clerk
* Administration to include the design and creation of administrative templates
* Designing and creating internal signage
* Assistance with social media posts
* Assistance with the development of internet marketing, in line with our market plan objectives
* Assist with the creation and conducting of customer surveys to address issues within the market sector
* To assist with basic property maintenance
* Assist with keeping the public areas clean and tidy
* To help with landscape maintenance, including hedge trimming, grass cutting, and maintenance of our native plant gardens.
* To assist with the planning and creation of an outdoor walking trail within the property to include the design of interpretative boards covering topics such as history, ecology, ethno botany, and First Nations culture
* Labelling of pre identified plants in our developing Northern Botanical garden

First and foremost our ideal candidate must be flexible and fully committed to customer service and have the ability to communicate with people of all ages from a wide range of back grounds and nationalities.

Be willing and able to multi task

Be energetic, enthusiastic and self - motivated

Must be willing to use their skills and training whilst being a team player

Drivers licence an asset, but not essential.

As we are a young developing and emerging enterprise, we are looking for a willing and dedicated individual to take on the challenge of sharing their skills and training so together we can combine our strengths to evolve, enhance and progress the business.

You will be required to work a minimum of 30 hours per week, rising to over 40 hours per week in the height of the season. This will be paid in accordance with Yukon Territorial Government Employment Standards Act, currently $11.07 per hour. Room and board included.

Start and end dates are flexible. Ideally starting mid to late May,terminating late August.

Resume should include, details of your chosen course together with a summary of the modules already covered. Please provide details of outdoor pursuit’s experience, either during your time at UNBC or in your leisure time.

Resumes via email to [info@discoveryyukon.com](mailto:info@discoveryyukon.com). Please submit by 15th February 2017

Interviews will be held for short listed candidates via Skype during the week commencing 20th February 2017