**NATIONAL OUTDOOR LEADERSHIP SCHOOL**

**POSITION DESCRIPTION**

**JOB TITLE:**  NOLS Yukon Rations Coordinator

**REPORTS TO:** NOLS Yukon Program Supervisor

**JOB OBJECTIVES**: To manage course rations and meals for NOLS Yukon and to provide students with a basic understanding of bulk food planning for expeditions.

**QUALIFICATIONS:** Experience working with NOLS rations planning is preferred. A pleasant and approachable manner with staff and students as well as a high degree of motivation, initiative, and strong organizational skills are required. Must be willing and able to work long hours on a flexible schedule. Should be familiar with Macintosh computer systems and possess basic Excel spreadsheet and Word processing skills. Experience working with expedition equipment, cooking and/or driving commercially are all assets. Ideal applicants would be 21 years of age or older, possess or be willing to obtain a Class 4 or equivalent license, and be driving violation free in the last five years. Applicant must be a Canadian citizen, landed immigrant, or possess a travel/holiday visa or work permit enabling legal employment in Canada.

**LEADERSHIP OR SUPERVISORY DUTIES:** Supervise students and instructors in course rationing process, and teach rations/nutrition classes. Attention to proper care, cleaning, and maintenance of the rations facility and equipment.

**FUNDS AND/OR PROPERTY:** Manage rations budget including sales revenues; maintain proper quantity of foods in inventory for rationing the courses; properly store and/or sell food leftover at end of season.

**RESPONSIBILITIES:**

**Pre-Season**

Read rations manual

Clean and organize rations room, storeroom, and spice world

Re-establish accounts with vendors and place pre-season orders

Receive all orders and ready rations department for summer courses

**Mid-Season**

Brief instructors on the rationing process and plan appropriately for course rationing

Supervise instructors and students throughout rationing process on course issue day

Supervise distribution of NOLS course rations and re-rations

Monitor inventory and manage rations budget, including sales revenues

Maintain a clean, orderly, and sanitary rations facility

Teach rations/nutrition classes

Perform other tasks as needed

Make necessary purchase in town

Buy and prepare in-town and road food

Transport students and instructors to and from course locations in NOLS vehicles

**Post-Season**

Complete evaluations of self and supervisor

Thoroughly clean rations room, storeroom, and spice world

Properly store bins, bottles, and buckets for the following season

Properly store and/or sell leftover food and spices

Update rations manual as necessary

Update rations folder on the file server

Clean and organize rations office for the following season

Plan pre-season orders for following season

**CRIMINAL BACKGROUND CHECK:** A criminal background check is required from all NOLS employees.

**Must be at least 21 years old and have a clean driving record in order to obtain NOLS driving endorsement.**

**WORK LOCATION:** NOLS Yukon, Whitehorse, Yukon Territory, Canada

**HOW TO APPLY:**

Email or fax cover letter and résumé to: Jaret Slipp (NOLS Yukon Director)

Email: [jaret\_slipp@nols.edu](mailto:briana_mackay@nols.edu)

Fax: 1-867-668-7094

Phone: 1-855-685-6657

Address: P.O. Box 20449, #4 Hotsprings Valley Rd, Whitehorse YT, Y1A 7A2

Please contact Jaret Slipp with any questions

**CLOSING DATE FOR APPLICATIONS**:  March 28, 2014. Interviews will be conducted on a rolling basis.

**STARTING DATE:** June 2, 2014 (until August 31, 2014)

2/2014