

# Position Announcement

---

**Job Title:** NOLS Yukon Expedition Food Coordinator

**Reports to:** NOLS Yukon Operations Supervisor

**Job Objective:** To oversee provision of food to participants of extended wilderness expeditions. To maintain and track an adequate inventory of food for all NOLS Yukon courses. To aid in educating participants (students on our courses, as well as staff) on basic nutrition, meal planning, and the NOLS bulk rationing system.

**Qualifications:** Experience planning for wilderness expeditions, cooking, and knowledge of nutrition are all valued assets. Comfort engaging and educating others, as well as experience with Google and Microsoft Office Suites are necessary. Ability to work flexible hours is required, including some weekends and holidays. Must have the desire to live and work in a small community. **Applicants 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 all aspects of providing food to NOLS Yukon courses. This includes ensuring food meets dietary restriction parameters, and educating students/staff on the NOLS rationing process as well as general nutrition. Must oversee a clean and organized work space that meets all food-safe requirements

**Funds and/or Property:** Manage, in conjunction with Program Manager, a food budget of ~\$25,000.

## Responsibilities

- Assist with making food orders with various vendors, as well as shop locally for food items required for all NOLS Yukon courses.
- Plan accommodations for student/staff specific food requirements (eg. food allergies, gluten-free diets, etc.)
- Supervise students in packing all food for their courses.

- Educate staff and students on basic aspects of nutrition and NOLS ration food management.
- Oversee distribution of food on courses, including ensuring re-supplies of food on set dates throughout some courses.
- Drive students and staff to their course areas (20% of responsibilities)
- Participate as an active member on the NOLS Yukon team, including maintaining a clean, safe work environment and other operational duties as assigned.

**Criminal Background Check:** A criminal background check is required from all NOLS employees.

**Motor Vehicle Record:** Applicants must be at least 21 years of age by the position start date and possess a valid driver's license. Must have a clean driving history and be able to meet the criteria for nols vehicle insurance coverage.

**Work Location:** Whitehorse, Yukon Territory, Canada

**How to Apply:**

Send Cover Letter and Resume to: Briana Mackay

**Email:** [briana\\_mackay@nols.edu](mailto:briana_mackay@nols.edu)

**Phone:** 855-685-6657, or Cell: 778-868-3684

**Contact** Briana Mackay with Questions.

**Closing Date For Applications:**

April 1<sup>st</sup> 2018. Interviews will be conducted on a rolling basis.

**Starting Date:**

May 28<sup>th</sup>, 2018

Thank you for your interest in NOLS. Please consider providing some optional, anonymous information by visiting [this link](#).