**NATIONAL OUTDOOR LEADERSHIP SCHOOL**

**POSITION DESCRIPTION**

**JOB TITLE:** NOLS Yukon Equipment Coordinator

**REPORTS TO:** NOLS Yukon Program Supervisor

**JOB OBJECTIVE:** Supervise issue, de-issue, sales, rental, maintenance, purchase and inventory of NOLS Yukon equipment and merchandise. Provide transportation for staff and students to their course locations.

**QUALIFICATIONS:** 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 is helpful; good communication skills, skills in organizing and managing others; desire to work, teach, and interact with NOLS students and instructors. 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. Desire to live and work in a small community. 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 all aspects of outfitting NOLS Yukon courses. Supervise instructors and students during issue and de-issue procedures. Supervise and share briefing of instructor teams with program supervisors. Supervise part-time helpers in the equipment realm.

**FUNDS AND/OR PROPERTY:** Responsible for accurate records of NOLS Yukon course equipment as it is issued and de-issued. Responsible for roughly $300 in petty cash. Track NOLS Yukon equipment inventory and advise director on yearly purchases within a ~$25,000 budget.

**RESPONSIBILITIES:**

-Participate as an active member on the NOLS Yukon team

-Manage issue and de-issue of group and personal gear for staff and students, including student and staff billing

-Responsible for keeping gear in good working order through in-house and contracted repairs, including overseeing course laundry

-Brief instructors on equipment available for their courses; work with instructors to outfit course within budget parameters

-Provide training and supervision for equipment staff and field instructors in equipment maintenance, inspection, and repair

-Organize and track equipment issue paperwork, including course sales summaries

-Maintain clean and safe work areas

-Keep concise, up-to-date inventory ($200,000 of equipment inventory)

-Assist and advise NOLS Yukon director on purchasing for following season; includes compiling requisitions at season end and providing long-range planning advice

-Drive students and staff to their course areas (20% of responsibilities)

-Perform special projects and other duties, as assigned by the NOLS Yukon director or operations manager

**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**