



## Adventure School Coordinator

### Summary:

Up North Adventures is an award winning adventure travel outfitter located in Whitehorse, Yukon, Canada. We have been helping people experience the Yukon since 1991. This is a full time, seasonal position based in Whitehorse. As Adventure School Coordinator your primary objective is to manage and facilitate the courses and programming offered through the Adventure School. This will involve the management of current offerings as well as the creation of new courses which focus on educating clients on safety, gear, and trip planning.

### Required Skills:

In order to be a successful part of the Up North Adventures team the following skills are required:

- Exceptional customer service skills
- Ability to lift 20-25 kilograms repeatedly
- Superior organizational and time management skills
- Capable of working outdoors in all weather conditions for the duration of the summer season
- Basic computer skills with POS, email and spread sheet experience
- Ability to communicate concisely and clearly with supervisors, co-workers, and customers.
- Willingness and ability to work positively and effectively within a diverse environment
- Recognize and successfully meet deadlines
- Capable of taking direction and following instructions
- Ability to take initiative and work with minimum supervision
- Maintain a professional attitude and organized work space
- Ability to both troubleshoot and problem solve
- Task oriented with the ability to focus in a fast-paced and busy environment
- Fluent in English - oral and written
- Valid Class 4 Yukon Driver's License (or willingness to obtain within first 4 weeks of hire) and clean Driver's abstract
- Current First Aid certification with CPR level C
- Extensive experience in canoeing, kayaking and stand-up paddleboarding for day and multi-day trips
- Punctual

### **Roles and Responsibilities:**

- Manage current adventure school programs
- Create and implement risk management plans for all courses
- Take bookings for courses and manage class lists
- Book facilities and coordinate instructors as required
- Develop a schedule for summer 2017 courses
- Build new curriculum for Moving Water Canoe courses, Introduction to SUP courses, Moving Water SUP courses and SUP Fitness/Yoga courses
- Ensure all courses comply with industry standards
- Provide staff with course details for registration
- Maintain gear inventory, replace, and add as needed (with approval from Operations Manager)
- Advertise new course offerings
- Update website with new courses and course dates
- Liaison for events & partnerships (IE. Reel Paddling Film Fest)
- Additional duties as required

### **Preferred skills/experience:**

- Education or work experience in outdoor recreation, outdoor education and/or outdoor retail an asset
- Knowledge of Yukon's outdoor recreation scene
- Experience and/or knowledge of the outdoors, paddling, camping, and hiking
- Current Wilderness Advanced First Aid or Wilderness First Responder certification an asset
- Fluency in second language an asset (French, German, and/or Spanish)
- Current Paddle Canada or RCABC Moving Water Instructor certification in Canoeing, Kayaking, Stand-Up Paddleboarding an asset
- Current Swift Water Rescue Technician or Instructor certification an asset

### **Reporting/Remuneration:**

- Reports to Operations Manager and Owner
- Competitive wage based on combination of education, certifications, and experience
- Additional staff benefits available/included for successful applicant

The Adventure School Coordinator is a Full Time, Seasonal position. Year-round employment may be considered for the right individual.