

Position:	Operations Manager		
Rate of Pay:	\$17 / hour	Hours / Week	40 (Monday – Friday)
Start Date:	Spring Break	End Date:	Permanent ~ 2 months off /yr.

Job Description

Equinox Adventure Learning in Whitehorse Yukon Canada provides quality adventure experiences in engaging environments for a variety of clientele. Core components include a Climbing Tower / Zipline facility at Takhini Hot Springs, Rock Climbing, GPTeaming, Canoeing, and Ice Climbing in the winter. “Adventure Rox Day Camp” runs for 10 weeks throughout the summer. Campers are involved in various adventure based activities including: voyager canoeing, rock climbing, zip line, outdoor survival skills, raft building, river trips and an overnight camping experience. In the spring we are busy with School Groups.

The goal of Equinox programming is to expose our clients to a variety of adventure based activities in a safe and structured environment. Skills instruction, Encouragement and Safety are the primary program components. Clients are encouraged to try new things, expand their skill base while being part of a team environment.

The Operations Manager is responsible for a variety of aspects including:

- Marketing ~ developing and distributing print, email and social media material
- Managing group bookings and daily tour sign up. Responding to inquiries by phone and email
- Managing Camper registrations (mailing out camper packages, processing registration forms and camper fees)
- Frequent communication with clients and camper parents (including a pre-camp check in)
- Support of Day Camp Leaders (of which there are 2 to 4), including shopping for program supplies
- Ensuring all aspects of general operations and camp are organized and prepared
- Interact with clients, campers and other staff to provide positive role modeling, support and supervision
- Assisting with instructing adventure based activities
- Working with other staff to develop, plan, organize, facilitate and evaluate new and existing programs
- Ensuring a high level of safety is maintained in all aspects of operation
- Providing evaluations of programs

This is a Full Time position Mon – Fri for a total of 40 hours / week and quasi-seasonal position ~2 months off in the Fall. The work is divided into 50% office time, 20% working with groups and 30% running around. The office is located at Takhini Hot Springs, 30min from Whitehorse so personal transportation is required.

Qualifications:

- Experience working with children, youth and adults
- Experience with Gmail, Word, Photoshop and other computer programs
- Excellent oral / written communication skills and excellent organizational skills
- Experience coordinating programs and events
- Current Standard First Aid and Current Basic Rescuer CPR (level C)

Other Desirables:

- Experience working at a Day Camp, Residential Camp, or similar children’s program
- Experience training and supervising peers
- Experience teaching and / or supervising rock climbing
- Class 2 drivers license (school bus)
- Current Bronze Medallion or higher

Please check out our website, contact us with any questions and email your Resume to:

Equinox Adventure Learning

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