

Position:	Equinox Adventure Camp Coordinator		
Rate of Pay:	\$18 - \$22 / hour	Hours / Week	40 (Monday – Friday)
Start Date:	Spring Break	End Date:	Permanent ~ 2 months off /yr.

Job Description

Equinox Adventures in Whitehorse Yukon Canada provides quality adventure experiences in engaging environments for a variety of clientele. Core components include Rock Climbing, Zipline, GPTeaming, Canoeing, and Ice Climbing in the winter. “Adventure Day Camp” runs for 10 weeks throughout the summer. Campers are involved in various adventure based activities including: 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 Adventure Camp Coordinator 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
- Interacting 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

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 and Spring. The work is divided into 50% office time, 20% working with groups and 30% running around. The office is located in Whitehorse; personal transportation is required.

Qualifications:

- Experience working with children, youth and adults
- Experience with booking software, gmail, Microsoft Office (Word, Excel), proficient in learning new computer programs
- Excellent oral / written communication skills and excellent organizational skills
- Experience coordinating programs and events
- Standard First Aid and Current Basic Rescuer CPR (level C)

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:

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