



## POSITION ANNOUNCEMENT: GCCFI LOGISTICS AND DAY TOUR SPECIALIST

Grand Canyon Conservancy (GCC) is the official nonprofit partner of Grand Canyon National Park. As the official philanthropic and collaborative partner of Grand Canyon National Park, Grand Canyon Conservancy's mission is to inspire generations of park champions to cherish and support the natural and cultural wonder of Grand Canyon. GCC raises private funds, operates retail shops within the park, and provides premier educational programs about the natural and cultural history of the region.

The primary responsibilities of the Logistics and Day Tour Specialist will be the onsite support for the Grand Canyon Conservancy Field Institute (GCCFI) day tours and events at the South Rim. Duties include executing operational logistics, articulating program offerings to potential participants on the phone and via email, meet and greet duties for South Rim classes, and serving as the primary tour guide for GCCFI day tours and rim walks at various locations. Logistical support for programs and events that occur at the South and/or North Rim of the Grand Canyon. This position is located at the South Rim of the Grand Canyon, AZ, and reports directly to the GCCFI Senior Program Coordinator.

## PRIMARY RESPONSIBILITIES

Duties vary with the workload and GCCFI team availability, and could include, but are not limited to, the tasks listed below.

### Administrative and Programming Support:

- Communicate directly with GCCFI participants and instructors via email or phone
- Work with the Senior Program Coordinator to develop planning around Field Institute day programming and onsite events
- Computer entry into Raisers Edge of pertinent enrollment information
- Deposit checks/cash and credit card payments
- Quarterly reporting of enrollment specific to day tours and onsite events
- Monitor main GCCFI email account
- Provide logistic, scheduling, and communications for onsite events to participants and staff
- This position will be on-call as a shared responsibility between the GCCFI team during multi-day trips and/or day trips below the rim to ensure proper communication to staff, authorities, and family members in case of emergencies.

### Logistics

- Restock, monitor, and file day tour paperwork (AOR forms), water bottles, trekking poles, and other equipment as needed
- Weekly vehicle inspections
- Check sat phones and spot devices monthly
- Book instructor housing and vans for day programming
- Book Community Building for day or multi-day programming needs
- Prepare final Events logistics, including, but not limited to booking meeting and lodging space and ensuring program materials and signage are in place.
- Assist Program Coordinator and Senior Program Coordinator with medical synopsis, first aid kit, Satellite Phone, and other rim based logistical needs
- Assist with inventory tracking and ordering of GCFI logo wear, first aid supplies, and hiking equipment
- Assist Program Coordinator with multi-day programming needs
- Other duties as assigned

### **Provide instruction and backup instruction for day classes as needed.**

- On occasion, may accompany the primary instructor with classes destined for remote areas
- Will lead and/or assist for both “on-demand” and scheduled day classes
- May assist participants experiencing difficulties in exiting the canyon

### **MINIMUM QUALIFICATIONS**

- Certification in Wilderness First Responder (WFR) and/or Wilderness First Aid experience
- Willingness to continually gain knowledge and be able to communicate this knowledge to participants
- 1 to 2 years of experience in Data Entry
- Valid AZ Driver’s License
- Experienced hiker in good physical condition with no limitations to would prevent hiking in remote areas of the Grand Canyon
- Experience and knowledge of hiking on corridor and threshold trails at Grand Canyon

### **PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS**

- Ability to effectively interact with others; displays effective listening skills, generates trust, maintains a positive attitude and sense of humor, establishes rapport, sensitive to diverse viewpoints and communication styles
- Ability to keep calm if an emergency arises
- Ability promote a positive and productive workplace environment
- General proficiency with Microsoft 365 Office and Microsoft Outlook applications; ability to learn other applications
- Ability to perform data entry and keep accurate records
- Ability to work evenings and weekends as needed
- A deep interest in the mission of GCC and understanding of the organizational structure

### **GCC CORE VALUES**

GCC has identified four core values that represent how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the “awe” of the Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for the Grand Canyon.

## **WORKING CONDITIONS**

Must be in good physical condition with no limitations that would affect hiking ability on short and remote hikes into the Grand Canyon.

## **TOTAL COMPENSATION**

This is a full-time, non-exempt, benefit-eligible position located either at the South Rim. Salary is commensurate with experience. Rental housing is available for this position.

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision and health savings account (HSA) plan, long-term disability and life insurance, a 401(k)-retirement plan, Canyon Experience Days, and discounts in our retail stores.

## **HOW TO APPLY**

Please visit our website at: <https://www.grandcanyon.org/about-us/employment/>

We ask that you include a resume and cover letter with your application.

**Grand Canyon Conservancy is the official nonprofit partner of Grand Canyon National Park.  
We are an Equal Opportunity Employer.**