



## 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 the 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 Grand Canyon Conservancy Field Institute (GCCFI) provides amazing immersive and educational adventures at the Grand Canyon—all officially designed and developed in partnership with Grand Canyon National Park. Whether you're looking for a day hike for your family, a once-in-a-lifetime backpacking trip, or an educational class on outdoor photography, the Field Institute has a variety of programs designed to inspire you above and below the rim of the Grand Canyon.

Grand Canyon Conservancy Field Institute (GCCFI) seeks a Logistics and Day Tour Specialist to support day tours and events at the South and North Rim of the Grand Canyon. Duties include executing operational logistics, articulating program offerings to potential participants, welcoming participants of South Rim classes, and serving as the primary tour guide for (GCCFI) day tours and rim walks.

The position is a full-time, non-exempt, benefit-eligible position that reports to the GCCFI Program Manager at the South Rim of Grand Canyon, AZ.

## PRIMARY RESPONSIBILITIES

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

### Administrative Support

- Executes logistics, scheduling, and communications for onsite events to participants, staff, and instructors
- Performs data entry and quarterly reporting of program enrollment
- Monitors the main GCCFI e-mail account and phone line
- Assists GCCFI leadership in developing and planning day tours and onsite events

### Logistics

- Maintain inventory tracking, ordering, and restocking of GCCFI supplies, forms, and equipment
- Inspect GCCFI vehicles and equipment to ensure readiness for GCCFI trips and classes
- Reserve vehicles, housing, and office spaces for GCCFI trips and classes
- Coordinate logistics, including meeting space, food and beverage, audio-visual equipment, and printed and digital collateral for GCCFI events and training
- Assist with participant medical synopsis, as requested

### Programs

- Provide instruction and backup instruction for on-demand and scheduled day classes
- May accompany the primary instructor with classes destined for remote areas
- May assist participants experiencing difficulties in exiting the canyon

- This position will be on-call as a shared responsibility between the GCCFI team during multi-day trips and day trips below the rim to ensure proper communication with staff, authorities, and family members in case of emergencies.

## MINIMUM QUALIFICATIONS

- 1 to 2 years of experience in Data Entry
- Valid AZ Driver's License
- Proficiency with Microsoft 365 Office and Microsoft Outlook applications; ability to learn other applications, including reservation software
- Ability to hike to remote areas below the rim of the Grand Canyon without assistance

## PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Certification in Wilderness First Responder (WFR) and Wilderness First Aid experience
- Experience and knowledge of hiking on corridor and threshold trails at Grand Canyon
- High-level, professional interpersonal skills both in person and by phone or e-mail; demonstrate active listening skills, foster trust, maintain a positive attitude and sense of humor, build rapport, sensitive to diverse perspectives and communication styles
- Strong commitment to ongoing knowledge acquisition and the ability to effectively convey this knowledge to participants
- Well-developed customer service ethic with high expectations for quality and a keen level of attention to detail
- Demonstrated ability to remain calm and level-headed in stressful situations
- Ability to promote a positive and productive workplace environment
- Ability to perform data entry and keep accurate records
- Ability to work evenings, weekends, and occasional holidays as needed

## GCC CORE VALUES

GCC has identified four core values representing 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

- This position contains 50% sedentary office work requiring long periods at a desk performing repetitive tasks such as typing and data entry
- This position contains 50% fieldwork with short and remote hiking on the rim and into the canyon
- Performs job duties in an office setting, working with a computer and with colleagues

## TOTAL COMPENSATION

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, Canyon Experience Days, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, employer-paid long-term disability, and life insurance, employer-paid 401(k) retirement plan, and discounts in our retail stores and Grand Canyon Conservancy Field Institute offerings. The hiring salary range for the position is \$21.07 to 23.69 per hour.

## 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.**