
YOSEMITE CONSERVANCY

JOB DESCRIPTION



YOSEMITE
CONSERVANCY

TITLE: Wilderness Programs Manager
SUPERVISOR: Director of Yosemite Operations
TYPE OF POSITION: Exempt, Full Time

JOB SUMMARY

The Wilderness Programs Manager reports to the Director of Yosemite Operations. This position manages the Valley Wilderness Center, Wilderness Permit Reservation System, Ostrander Ski Hut and a park-wide Bear Canister Rental Program and is responsible budget, planning, IT and reservation systems, and metric reporting of these programs. The Wilderness Programs Manager oversees two full-time employees, 3 seasonal reservation assistants, three Ostrander Ski Hut Keepers and the NPS bear canister coordinator. The Wilderness Programs Manager works cooperatively with NPS Wilderness managers and staff. This position is based out of the Yosemite Valley Wilderness Center.

JOB DUTIES AND RESPONSIBILITIES

Administrative: 35% of Time

- Assist with annual planning for programs
- Assist with budget for Wilderness Programs
- Create a budget for Ostrander Ski Hut and assist with the necessary approval process with NPS
- Organize the seasonal opening and closing of the Valley Wilderness Center, Reservation Office and Ostrander Ski Hut
- Annually provide information and seasonal updates for the website in coordination with Marketing department
- Annually order NPS Wilderness brochures, permits and postcards
- Manage staff and prepare staffing schedules
- Train and oversees staff in all functions of wilderness reservation work
- Conduct interviews, submits housing requests, and paperwork for new employees
- Perform employee evaluations
- Assist with Wilderness Programs MOU revisions

Reservations/Permits: 25% of Time

- Train and ensure all staff are able to provide top tier wilderness permit reservation information to visitors
- Maintain and improve the Online Wilderness Reservation System
- Manage the clerical duties associated with the daily operation of the Wilderness Permit Reservation System and the Wilderness Center, including public contact, answering telephones and written correspondence
- Host/attend seasonal meeting and trainings
- Work with the NPS IT to orchestrate the required security test, paperwork, and background check needed by each employee whom works on the park network
- Program macro & desktop settings for new employees
- Annual office supply orders

Ostrander Ski Hut: 20% of Time

- Maintain and improve the Online Ostrander Hut Reservation System
- Onboard and terminate seasonal Hut Keepers
- Orchestrate horse packing and delivery schedule seasonally
- Arrange delivery of firewood, propane and supplies
- Assist NPS with health, safety & fire prevention reports and outreach
- Create an annual "eblast" announcement which is sent to Ostrander users
- Conduct the annual Ostrander lottery
- Manage Ostrander reservation system and staff
- Work with the following NPS partners to assure proper maintenance and operation of the hut- Historic Preservation, Backcountry Utilities, Wilderness Management, Badger Pass Ranger Station, and corral supervisor

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JOB DESCRIPTION – Wilderness Programs Manager cont.

Bear Canister Rental Program: 15% of Time

- Annually replenish inventory of canisters, lids, liners and rental agreement forms in park-wide locations
- Revise Bear Canister Rental Agreement Forms, Canister Procedures Document, brochures and website information when necessary
- Oversee the NPS Coordinator whom is responsible for monthly and end of season reports
- Charge and file appropriate paperwork for overdue, lost and late canisters

Retail and Sales Training: 5% of Time

- Seasonal bank requests
- Opening/closing Inventory
- Cash handling training for NPS and YC staff
- Updating operational procedures and cash handling paperwork
- Suggests new products for inclusion in store

JOB SPECIFICATION

Education and Experience:

- High School diploma required
- College degree preferred
- At least one year of related experience preferred
- U.S. citizen

Knowledge, Skills and Abilities:

- Work in an organized manner and have good multitasking and analytical skills
- Good communication skills
- Ability to work independently
- Ability to defuse difficult situations with a calm, empathetic demeanor while also creating an environment where dissatisfied visitors or employees feel heard and supported
- Technically savvy with strong computer skills with the ability to master the Wilderness Permit System, Retail Pro and Microsoft Excel
- Commitment to the mission, values, goals, and success of the Yosemite Conservancy
- Knowledge of Yosemite National Park Wilderness highly preferred

Physical Requirements and Work Environment:

- Lift, carries and positions objects weighing up to 30 pounds when moving supplies
- Frequently walks on uneven ground while working off-site
- Must be able to hike in wilderness areas unassisted

COMPENSATION

This is a year-round exempt position with a salary range of \$45,000-\$50,000 depending on experience. Competitive benefits package. This position does not come with in park housing.

TO APPLY

Submit cover letter, resume, three references and a 200-word answer to the question “What does Yosemite Wilderness mean to me?” to aripple@yosemiteconservancy.org. Deadline for application materials is August 16, 2019.