

Job Description – Clean Leadership 2018 Program

Summary of the Program

The Nova Scotia Youth Conservation Corps (Youth Corps) was established in 1989 to provide Nova Scotian youth with training and employment opportunities in the environmental field. This program engages community partners across the province to hire students to carry out work that enhances the local environment through the summer months. Clean Foundation and the Government of Nova Scotia announced in September the official re-branding of the Nova Scotia Youth Conservation Corps as the **Clean Leadership Program**. The Clean Leadership program provides Nova Scotian youth with environmental work experience, an enhanced appreciation of the environment and their community, and develops skills for life-long learning (including team-building and leadership skills, increased knowledge for future employment and/or education ventures, program evaluation techniques, and the ability to give back to their community and their environment.

Job Title - Assistant Director of Operations

Wage - \$13.25

Summary of Position

The community partner for this Summer Student Intern position through the Clean Leadership program will be Great Earth Expeditions, reporting to Ryan Barry – President/Director of Operations. In this position, you will be mainly responsible for managing tour guides, reservations, networking and operations. The successful candidate needs to have management experience and basic understanding of tourism industry.

Community Partner

Great Earth Expeditions provides small-group hiking tours throughout Nova Scotia and Atlantic Canada. Great Earth Expeditions is all about experiencing the great outdoors and embracing the various landscapes and cultures that make up this unique planet we all call home. Our active-based adventures of Nova Scotia and abroad are exciting, educational and informative. Our guides are there to share their knowledge of these spectacular places and ensure that each tour is a safe experience for all.

We truly believe we provide among the very best outdoor experiences you will find in Canada. Over the years we have been honored to receive numerous international awards from highly recognized and respected travel organizations. We strive to provide our clients with an amazing travel experience so they can return home with great photos, a deeper appreciation for a place and long-lasting memories. We are based in the Halifax Regional Municipality.

Duties and Responsibilities

Duties for this position will include:

- Scheduling tours for clients and tour guides
- Acting as a supervisor for other employees and guides
- Managing incoming reservations for tours by phone and via digital communication

- Maintaining consistent networking within the region and actively working on public outreach
- Conducting ongoing research for tour expansion and ecotourism practice improvement
- Attending regular tourism and environmental events to increase awareness
- Speaking to external green business owners, professionals in the environmental sector and the general public about Great Earth Expeditions and the purpose and value of ecotourism

Requirements/Qualifications

These are the qualifications that are necessary for someone to be considered for the position.

- Must be a Canadian citizen or legally entitled to work in Canada;
- Must be between the ages of 15 and 30;
- Must be a full-time student and intending to return to school in fall 2018;
- Is not a member of immediate family of community partner;
- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment;
- Be able to work productively as part of a team while responding to feedback;
- General knowledge of ecotourism and leave-no-trace practices an asset;
- Demonstrates interest in future employment in the environmental or 'green' sector is considered an asset.

Working Conditions

This position will involve a mix of outdoor work and trips to wilderness spaces and computer work in an office setting.

Physical Requirements

The only physical work involved in this position is outdoor work which would occasionally require assisting as a guide on hike or tour.