

Youth Backcountry Program Assistant

About the Tahoe Rim Trail Association (TRTA)

The Tahoe Rim Trail Association (TRTA) is a 501c3 organization based in Stateline, NV. Since 1981, the Tahoe Rim Trail Association has championed recreation in the Tahoe Basin. Today, the TRTA maintains and enhances a world-class 200-mile trail system with over half a million annual users. The organization implements a variety of programming to teach users sustainable trail use practices and to connect the public with the outdoors in an effort to create lifelong stewards and mitigate the impacts of trail users.



Position Summary

The Tahoe Rim Trail Association seeks a passionate and organized individual to join our team for the summer season, May 19th-August 26th, to primarily assist in coordinating and operations of our Youth Backcountry Camps (YBCC), with additional support provided to our adult Trail Use programs as needed. In this role, the Youth Programs Assistant will assist the Youth Programs Manager with administration work, pre and post-trip gear prep, field work, food planning, and purchasing and contribute to the overall success of the Tahoe Rim Trail Association's summer programming. YBCC aims to provide youth with training and experience to explore the outdoors, build self-confidence and resilience through overcoming challenges, and connect with their natural surroundings to inspire lifelong stewardship.

Reporting Structure: This role reports to the Youth Programs Manager

Location: TRTA Office, Stateline, NV

Job Classification: Part-time Seasonal

Work Schedule: 10 to 20 hrs/week, Primarily admin and pre-trip prep, some field work.

Outline of Responsibilities

Admin/ Logistics

- Assist in building course curriculum for Youth Backcountry trips including nature-based education, leadership activities, and LNT lessons.
- Track registrations and develop and update registration tracking sheets.
- Create and update medical forms.
- Create Google photo albums for each program and collect photos from guiding staff.
- Ensure all registrants have turned in the required forms.
- Assist in the creation of spreadsheets for data tracking and reporting.
- Assist in updating/creating production notes/itineraries, project agendas, and operation manuals.

Gear Preparation

- Reorganize gear and clean as needed after programs. Notify leadership about broken/missing gear.
- Aid in food preparation, organization, and purchasing for YBCC and Trail Use programs.

Required Qualifications

- **Strong Administration Skills:** Proven record and experience working with computer systems such as Excel spreadsheets, Microsoft Word, scheduling, email and phone communications, registration systems, evaluations and surveys, data management, gear upkeep and inventory, and Google Sheets.
- **Experience Working with Youth in Outdoor Settings:** Proven track record of working with youth ages 12-17, understanding their unique challenges, and having the ability to create a supportive and inclusive environment.
- **Risk Management Skills:** Comprehensive understanding of risk management in outdoor settings, including the ability to independently implement program protocols and assess and mitigate potential hazards and emergencies during backpacking trips.
- **Effective Communication Skills:** Possess strong written and verbal communication skills to effectively interact with both youth participants, partners, guardians, and support staff, ensuring clear instructions, active listening, and the ability to address concerns and conflicts.
- **Adaptability and Flexibility:** Ability to adapt plans based on the needs and abilities of the youth, as well as unexpected changes in weather or other conditions.
- **Environmental Stewardship:** Commitment to environmental stewardship and educating participants on responsible outdoor practices to instill a sense of respect and appreciation for nature.
- **Conflict Resolution Skills:** Strong conflict resolution skills to manage interpersonal conflicts that may arise among participants during the backpacking experience.
- **Backpacking Expertise:** Extensive backpacking experience, including a strong knowledge of outdoor safety, navigation, camping, and Leave-No-Trace principles. Ability to hike and camp in the backcountry for several days at a time at various elevations up to 10,000' carrying up to 75 lbs.
- **Background in Education or Youth Development:** Background in education, youth development, or a related field to enhance the educational and personal growth aspects of the YBCC experience.
- **Passion for Youth Empowerment:** Genuine passion for empowering all youth through outdoor experiences, fostering personal growth, confidence, and resilience.

Compensation

The hourly range for this position is \$20 to \$23/ hour depending on skills and experience.

To Apply

Candidates should formally apply on the TRTA website. [Follow this link](#) to apply.

Candidates with questions about this positions can email Michelle Witte, michellew@tahoerimtrail.org

Ideal start date is May 19th.

The TRTA is an Equal Opportunity Organization

The Tahoe Rim Trail Association provides all employees and applicants equal employment opportunities. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.