



Programs Assistant

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 19 - August 26, to primarily assist in coordinating and operating our Youth Backcountry Camps (YBCC), while also supporting 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, 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. These programs foster a deep connection with nature 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, with opportunity for some field work as needed for the right candidate.

Outline of Responsibilities

Admin/ Logistics

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

Gear Preparation

- Reorganize gear and clean as needed after youth and adult 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 experience with computer systems, including Microsoft Excel, Word, Google Sheets, and registration platforms. Must be proficient in scheduling, email and phone communications, data management, and gear inventory tracking.
- **Effective Communication Skills:** Possess strong written and verbal communication skills to effectively interact with both youth participants, partners, volunteers, guardians, and support staff, ensuring clear instructions, active listening, and the ability to address concerns and conflicts.
- **Adaptability and Flexibility:** Ability to adapt plans and priorities based on the needs and abilities of the programs.
- **Environmental Stewardship:** Commitment to environmental stewardship and educating participants on responsible outdoor practices to instill a sense of respect and appreciation for nature.
- **Passion for Youth Empowerment:** Genuine passion for empowering all youth through outdoor experiences, fostering personal growth, confidence, and resilience.

Preferred (not required) Qualifications:

- **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.
- **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.
- **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.
- **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.
- **Bilingual:** Spanish language proficient

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 19.

The TRTA is an Equal Opportunity Organization

The Tahoe Rim Trail Association provides all employees and applicants with 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.