

---

## YOSEMITE CONSERVANCY

### JOB DESCRIPTION

---



YOSEMITE  
CONSERVANCY

**TITLE:** Wilderness Reservation Assistant  
**SUPERVISOR:** Wilderness Programs Manager  
**TYPE OF POSITION:** Seasonal, Full Time, Non-Exempt

#### JOB SUMMARY

The seasonal Wilderness Reservation Assistant reports to the Wilderness Programs Manager and provides support for the Wilderness Permit Reservation System and Bear Canister Rental Program. The position provides wilderness information to visitors; answers phones; sells books, maps and other items available in the Wilderness Center; assists with other wilderness functions as needed; and occasionally patrols Wilderness areas. The position works cooperatively with the National Park Service wilderness staff.

Seasonal start dates may vary:   Approximate Summer Season: April - October  
  Approximate Winter Season: November - April

Total Hours:                           32 - 40 hours per week  
Compensation Range:               \$15 - \$17 per hour

#### JOB DUTIES AND RESPONSIBILITIES

**Reservations/Permits:** 65% of Time

- Convey pertinent park information, backcountry regulations and trail descriptions to public
- Perform clerical duties associated with daily operation of the Wilderness Reservation Office and Wilderness Center, including public contacts, answering telephones and written correspondence
- Reconciles the evening Fee Report
- Assist NPS with issuing wilderness permits at the front desk providing visitors with accurate information according to National Park Service regulations
- Hike backcountry trails seasonally for the purpose of gaining familiarity with Yosemite Wilderness trail system
- Write and deliver trail condition reports

**Retail and Sales:** 20% of Time

- Sell books, maps and other products at the Valley Wilderness Center
- Nightly closing of Retail Pro and reconciling bank
- Perform proper cash handling, credit and check handling, register procedures and troubleshooting, opening and closing procedures, and reconciling the daily Fee Report. This work will be done with accuracy and in accordance with Conservancy guidelines.
- Provide excellent customer service

**Bear Canister Rental Program:** 15% of Time

- Rent bear canisters to visitors and process canister returns at the front desk
- Clean and maintain bear canisters
- Assist with the overdue canister report

**Other Responsibilities:** Other duties may be assigned by the Wilderness Programs Manager or Lead Wilderness Reservation Assistant.

---

**YOSEMITE CONSERVANCY****JOB DESCRIPTION – Wilderness Reservation Assistant cont.**

---

**JOB SPECIFICATION****Education and Experience:**

- H.S. diploma required
- At least one year of related experience
- Valid CA driver's license

**Knowledge, Skills and Abilities:**

- Commitment to the mission, values, goals, and success of the Yosemite Conservancy
- Knowledge of and interest in Yosemite National Park preferred
- Analytical skills
- Ability to work independently
- Strong computer skills

**Physical Requirements and Work Environment:**

- Frequently lifts, 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 and stay out doors overnight if necessary

Please send your cover letter and resume to Simon McIntosh at [smcintosh@yosemite.org](mailto:smcintosh@yosemite.org)