

# Spirit of the West - Assistant Guide Job Description

Updated: January 2020

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<b>Position:</b>	Multi-day Assistant Guide
<b>Reporting to:</b>	Owners, Operations Manager, Lead Guide
<b>Location:</b>	Based from Quadra Island and travelling by sea kayak to various locations around north Vancouver Island
<b>Job Summary:</b>	The assistant guide will be responsible for the guiding of, and catering to clients in the wilderness environment in coordination with the lead guide.

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## TASKS AND RESPONSIBILITIES

*The tasks and responsibilities listed below are only a sample of the activities to be encountered. In general, the assistant guide will work cooperatively with the lead guide to provide an enjoyable, educational, safe, comfortable, quality, fun filled guest experience and ensure smooth operation of the trips.*

### *Pre- and Post-Trip Logistics*

- Communicate with lead guide to discuss menu, special dietary concerns and meal preparation details.
- Pack and prepare trip equipment and kayaks where necessary.
- Provide transportation of guests to/from trip put-in where necessary.
- Unload vans and equipment at the end of the trip, assist base crew with clean-up.

### *Safety*

- Kayak instruction and on water group management in coordination with the lead guide.
- Maintain awareness of your surroundings and exercise conservative judgement.
- Provide rescue and first aid attention when required.
- Ensure guests are properly fitted and adjusted into boats and do safety and maintenance checks prior to leaving shore.
- In the absence of the lead guide make appropriate safety decisions regarding the group activity.

### *Camp Management*

- Maintain a responsible minimum impact camp practice.
- Ensure clean and tidy camp areas.
- Communicate with base to ensure adequate supplies in camp.
- Repair and/or report faulty or damaged gear or equipment.

### *Guest Experience*

- Provide clients with educational knowledge about the wilderness environment, marine and terrestrial flora and fauna. Communicate knowledge of natural and First Nations history particularly of Vancouver Island.
- Prepare, cook and clean up high-quality, nutritional meals.
- Assist guests with their introduction to their wilderness experiences, ensuring their comfort and safety on land as well as water.

#### *Administrative*

- Familiarize yourself with any medical conditions, food concerns or allergies.

#### *Other*

- Act as a representative of Spirit of the West Adventures in the field
- Maintain a professional demeanor at all times
- All other reasonable tasks as requested by the Lead Guide/Operations Manager

### WORK CONDITIONS

- Must be willing to work extended hours and extended days.
- Adverse weather conditions typical of the outdoor environment will be encountered.
- Must be flexible with work scheduling and be willing to adapt to schedule changes.
- The assistant guide will be expected to provide some of his or her own equipment. See the Guide Gear List for details.

### QUALIFICATIONS

The ideal person for this position will have the following:

#### *Experience*

- At least one season guiding in a wilderness environment
- At least one season of sea kayaking experience

#### *Training and Education:*

- Sea Kayak Guides Alliance of BC Assistant Overnight Guide Certificate
- Wilderness First Aid Certificate
- VHF Marine Radio Operators Certificate
- Risk Management Training
- Clean Class 4 Drivers license (preferred)

#### *Specific Skills and Knowledge*

- Group management skills
- Solid kayaking and rescue skills
- Thorough understanding of weather, currents and tides
- Knowledge of area history, First Nations past and present, flora, fauna, and general surroundings

#### *Personal Attributes*

- Sociable
- Positive attitude
- Strong work ethic
- Be able to handle stressful situations