

Spirit of the West - Lead Guide Job Description

Updated: January 2020

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

TASKS AND RESPONSIBILITIES

Pre- and Post-Trip Logistics

- Communicate with Food Manager to discuss menu, special dietary concerns and meal preparation details.
- Conduct pre-trip meetings.
- 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.
- 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.

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.
- Engage with guests and get to know them on personal level- go above and beyond.

Supervisory

- Communicate between office and other guides and guests.
- Set an example for and provide mentoring and instruction to assistant guides.

Administrative

- Complete forms and reports pre- and post-trip, including trip evaluations, incident reports and medical forms.
- 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 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.

QUALIFICATIONS

The ideal person for this position will have the following:

Experience

- At least two seasons guiding in a wilderness environment
- At least one season leading multi-day tours
- At least one season in or around Johnstone Strait and the Broughton Archipelago. Familiarity with our other operating areas (Desolation Sound, Discovery Islands, Nuchatlitz, GBR) is an asset

Training and Education:

- Sea Kayak Guides Alliance of BC Level 2 or 3 Certificate (or equivalent)
- 80-hour Wilderness First Aid Certificate
- VHF Marine Radio Operators Certificate
- Risk Management Training
- Clean Class 4 Drivers license

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