

## Olympic Kayak Tours

### Assistant Kayak Tour Guide

**Position:** Assistant Kayak Tour Guide

**Location:** Port Townsend, WA and surrounding areas

**Status:** Part-time seasonal, hourly

**Compensation:** \$18-\$20 per hour, DOE

**Benefits:** N/A

**Reports to:** Kayak Operations Manager, Lead Kayak Tour Guide

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#### Position Overview

The Assistant Sea Kayak Guide is responsible for supporting our experienced guides in leading safe, informative, and enjoyable kayaking tours of the Olympic Peninsula and Puget Sound. This position offers a great opportunity for individuals looking to build experience in outdoor guiding while learning about marine ecosystems and wildlife. The Assistant Sea Kayak Guide will work alongside our team to ensure guests have a memorable and educational experience on the water. This includes preparing, leading, and setting up/breaking down all elements of the tours, as well as being an engaged member of the larger team. The Assistant Sea Kayak Guide prioritizes the customer experience and works proactively to be a steward of our region, with the goal of becoming a Lead Sea Kayak Guide.

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#### Job Responsibilities

##### Guiding

- Assist with running guided tours (primarily night bioluminescence tours), serve as an expert and environmental steward. Demonstrate professionalism; exceed client expectations.
- Instruct beginner to intermediate paddlers on paddling technique, safety, and assisted rescue.
- Share and discuss natural history and pertinent wildlife knowledge with customers, including legal requirements for proximity with protected wildlife interactions.
- Responsible for all set up, touring, breakdown, and cleaning before, during, and after tours. Ensure a safe environment for clients.
- Thoroughly pack, clean, and report repair needs for all company gear and kayaks.
- Lead a tour that meets all company protocols including time and location expectations. Prioritize friendliness and service.

##### Other Duties

- Be available for, and respond to, tour scheduling requests from the Operations Manager.
- Attend Company training and have a thorough understanding of the company guide manual.
- Obtain and keep current all relevant permits and certifications including First Aid and CPR.

- Proactively seek out continuing education on environmental regions and topics or wilderness training.
- Maintain the physical plant and equipment, keeping the space and equipment clean and organized.
- Be present and engaged with fellow team members. Adhere to all SOPs and be receptive to feedback from clients, manager and lead guides.
- Handle minor interpersonal and performance issues, utilizing the support of the HR manager when necessary.
- Other duties as assigned by supervisor and in support of the Company.

*Duties may change as business needs dictate. The above list is not intended to be an exhaustive list of all duties, skills and responsibilities.*

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## **Skills and Qualifications**

A passion for customer service and environmental stewardship is vital. The ideal candidate will possess the following:

- Available to work April - October
  - Have established sea kayaking skills and knowledge including technique, rescue protocol, tides/currents, and navigation equipment
  - Strong leadership skills in outdoor activities
  - Strong customer service and hospitality skills
  - A degree in natural sciences or outdoor recreation is a plus
  - Working knowledge of the Olympic Peninsula and Puget Sound area waterways, wildlife, and natural history of the area
  - Experience in kayaking and traveling in a marine environment
  - Ability to lift 50+ pounds
  - Current First-Aid and CPR certification
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## **Schedule and Benefits**

This position is part-time, seasonal, hourly, non-exempt. This role includes travel to multiple sites, and frequent morning, early/late evening, and weekend availability is required. Employees receive paid sick leave in accordance with Washington state law.

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### ***Olympic Kayak Tours Equal Employment Opportunity Policy***

*Olympic Kayak Tours provides equal employment opportunities to all employees and applicants for employment and 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, pregnancy status, 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.*