

GLOBAL TRIP LEADER

Overview

We are seeking kayaking, mountain biking, rock climbing, skiing, snowboarding and surfing experts to lead our trips throughout the world. Your principle role will be trip leader and head instructor, but we will also involve you in planning and developing our instruction programs, helping us to choose new destinations, assisting us to select and liaise with the Local Trip Coordinators, and helping us to review and develop new itineraries. This is an ideal position for those who would like to lead and develop their own trips but do not want to deal with the business aspects of running their own operation. We provide our Global Trip Leaders with significant freedom, responsibility and ownership over the trips they run, we involve them in the strategic development of our company, and we provide them with a generous profit share in the trips they lead, so Global Trip Leaders get many of the benefits that the self-employed enjoy, without having to deal with the downside - being stuck in an office all day dealing with accounting, customer service and marketing! If you are an expert in one or more of our target sports (kayaking, mountain biking, rock climbing, skiing, snowboarding and surfing), have extensive leadership, guiding and instructing experience, and would be interested in leading trips for Access Travel, please read on for more details.

Job Description

The principal responsibility of our Global Trip Leaders is to lead our trips and ensure that each trip meets the Access Travel standard of excellence. Global Trip Leaders specialize in a particular sport (kayaking, mountain biking, rock climbing, skiing, snowboarding and surfing) and travel throughout the world to lead Access trips that focus on this sport. The Global Trip Leader also instructs during these trips, so a strong background in coaching is essential. The trips that you will lead as a Global Trip Leader have been planned and developed by Local Trip Coordinators so you must be willing to work with these Local Trip Coordinators to run the trips. You will be involved in the planning and development of those trips that you lead (except for trips that were developed prior to your joining us) by helping us to choose destinations, select Local Trip Coordinators, review & refine itineraries etc, but the ultimate responsibility for planning trips lies with the Local Trip Coordinator because they have the local knowledge. The specific responsibilities of the Global Trip Leader include:

1. Trip leading and instructing:

The Global Trip Leader is responsible for leading trips. This includes :

- >> Meeting all client needs; dealing with the questions, concerns and requests of clients
- >> Managing all staff involved in the trip and ensuring that they carry out their jobs to the best of their ability
- >> Ensuring the well-being of clients and staff at all times
- >> Working with the Local Trip Coordinator to ensure that the clients get the best possible sporting and travel experience
- >> Monitoring the Local Trip Coordinator to ensure that he/she represents the Access Travel brand to the best of his/her ability at all times
- >> Overseeing the instruction program and ensuring that it meets the Access Travel standard. The Global Trip Leader will also be involved in personally instructing clients.
- >> Ensuring clients are informed of each day's program and making sure that everybody is in the right place at the right time
- >> Dealing with client emergencies, including arranging for injured clients to get to the doctor or hospital
- >> Providing the absolute highest level of customer service at all times

2. Assist in the development of our sports lines and trips:

We hire Global Trip Leaders for their expert knowledge and experience in the particular sports we offer. In addition to relying on them to lead our trips therefore, we also look for them to advise and assist us in the general development of our sport lines and our trips. We want our Global Trip Leaders to be inspired by the trips they lead, so we solicit their input as much as possible. We also want our Global Trip Leaders to have a sense of ownership in our company, so we involve them in the strategic development of our sport lines and our company. We will look for your involvement in such areas as:

- >> Helping us to refine and develop our core instruction program for a specific sport and using this as a basis for creating customized coaching programs for each trip that you lead
- >> Helping us to identify new regions for developing trips in the target sport
- >> Helping us to select Local Trip Coordinators with whom we should work
- >> Helping us to select and refine the itineraries for our trips
- >> Visiting a particular region prior to a trip taking place to ensure that the trip has been well-organized and to get to know the region prior to the arrival of clients
- >> Advising us on the needs and attributes of participants of the target sport and helping us to ensure that we meet these needs in all aspects of our company, including our trips and our marketing

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Skills & Attributes

In order to function well as a Global Trip Leader we require the following skills and attributes:

1. Sporting background:

The Global Trip Leader is responsible for leading trips. This includes :

- >> Must be very experienced in and proficient at one or more of the following sports: kayaking, mountain biking, rock climbing, skiing, snowboarding and surfing. You should consider yourself an expert in one or more of these sports
- >> Preference given to those who have reached a professional-athlete level in one of the above sports, although this is not a requirement.

2. Instruction background:

- >> Must have significant experience instructing at least one of the above sports
- >> Must be qualified/licensed to instruct in this sport or at least willing to obtain the necessary qualifications
- >> Must be able to comfortably instruct beginners, intermediates and experts in at least one of the above sports.

3. Leadership skills:

- >> Must have significant experience leading/guiding groups
- >> Preference given to those who have experience in managing staff and working in a team

4. Personality:

- >> Must be able to demonstrate strong organizational skills and an excellent work ethic (for example, we will expect to you reply to our emails in a timely manner!)
- >> Ability to provide high standards of customer service at all times
- >> Ability to get along with a wide range of people from different cultures and backgrounds and to be friendly, patient and polite at all times
- >> Outgoing and able to easily converse and interact with both groups and individuals with whom you are not familiar
- >> A positive nature - even when things are not going according to plan you need to stay positive and upbeat in front of clients
- >> A great sense of humor

5. Age & work experience:

- >> We prefer people who have prior work experience in the active travel industry and who are at least 25 years old.

6. Other skills:

- >> First Aid Certifications (you do not necessarily need to have these yet but you will have to get them before you begin working with us)
- >> Fluency in English is essential
- >> Physically fit and healthy

Compensation

You will be paid a generous wage for each day that you spend leading trips. You will also receive a daily meal allowance and your accommodation and travel costs will be fully covered. In addition, you will receive a significant profit share in those trips that you lead. This share will be based on your performance as a trip leader and will be determined by client and trip coordinator evaluations. More detailed information about our compensation scheme is available in our Global Trip Leader Information Pack which we will send you after receiving your application.

Things To Note:

- >> Being a Global Trip Leader is not a full-time job, at least not initially. We can provide seasonal work only and you must therefore have another means to support yourself during your first year or two of involvement with us.
- >> You must be willing to act as a representative of Access Travel and to wear Access Travel merchandise when required. If you have ties with other travel companies, you must agree to not promote or otherwise discuss these companies to clients of Access Travel.
- >> Finally, we care very deeply about our partners and employees and will do everything we can to ensure that working with us is rewarding, both financially and emotionally. It is very important to us that all members of our team are motivated by, excited about, and satisfied by their involvement with us. In return, we expect our team members to work hard, be responsible, be dedicated and loyal and do their utmost to do the best work that they can.



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How Does The Global Trip Leader Job Differ From The Local Trip Coordinator Job?

We offer two job positions on the operational side of our business: Global Trip Leader (GTL) and Local Trip Coordinator (LTC). To help you better understand these positions and decide which is right for you, we provide the following table.

Global Trip Leader (GTL)	Local Trip Coordinator (LTC)
>> Leads trips and coordinates instruction program for each trip	>> Plans and organizes trips. Supports Global Trip leader to run the trips, but the GTL has the ultimate responsibility for leading the trips
>> During the trips, the GTL is responsible for dealing with all client issues, for managing staff, and for ensuring that all aspects of the trip fits with the Access Travel brand	>> During the trips, the LTC is responsible for deciding which local areas will offer the best sporting experience on any given day, for providing local knowledge, and for helping to liaise with local operators
>> Leads trips throughout the world	>> Plans and operates trips in their local region
>> Is responsible for developing a core coaching program for each trip and is the head instructor during the trips	>> Provides instruction during the trips
>> Must be an expert in the target sport(s)	>> Must be highly proficient in the target sport(s)
>> Is specialized in one (max. two) sports and is part of a small core team that leads trips in this sport.	>> May run trips in several sports. Is the specialist for leading Access Travel trips in his/her home region
>> Suitable for those seeking employment in the outdoor travel/outdoor education sector	>> Suitable for freelance guides or those who have their own small guiding businesses and are looking to boost their client base

How To Apply?

If you are interested in this position, please send us an email detailing why you believe you are qualified to be a Global Trip Leader for Access Travel and why you are interested in this position. Once we have received your email and are satisfied that you would be a good fit for our Global Trip Leader position we will send you more detailed information about our Company and the position. We will also send you a more detailed application form which we will ask you to complete and send back to us.

If you have any questions about this selection process or about our Global Trip Leader position in general, please email us at jobs@accesstrips.com

Access Travel is a leading provider of outdoor jobs, sports jobs, travel jobs and adventure jobs. For those looking for jobs in sports or jobs in travel, we offer a variety of job openings, including tour guide, tour leader, sports instructor, sports coach, and outdoor guide positions. If you are a qualified snowboard, ski, surf, mountain bike, kayak or rock climbing instructor, guide or coach and are interested in employment in the outdoor, travel and sports industries, we welcome you to apply for our trip leader positions.