

## LOCAL TRIP COORDINATOR

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### Overview

We are seeking motivated partners to plan, develop and assist in the leadership of customized trips for Access Travel. We are looking for Local Trip Coordinators who are interested in developing trips in their home region. This is an ideal position for freelance guides or those who have their own small guiding operations. If you are working hard to develop a client base for guiding/instructing in your particular region, partnering with us could be just the opportunity you are looking for. If you have extensive leadership, guiding and instructing experience, in-depth knowledge of your particular region, and would be interested in creating customized trips for Access Travel, please read on for more details.

### Job Description

The Local Trip Coordinator is responsible for planning, developing and helping to lead trips in his or her home region. We focus on the following sports: kayaking, mountain biking, rock climbing, skiing, snowboarding and surfing, so you should have extensive leadership and instructing experience in at least one of these sports. The Local Trip Coordinator is responsible for two areas:

#### 1. Trip planning and development:

The Local Trip Coordinator is responsible for planning and arranging the logistics for our trips. We will provide you with detailed guidelines and support, but ultimately you will be responsible for all aspects of creating a trip. This includes :

- >> Developing the trip itinerary
- >> Selecting and booking accommodation and transportation.
- >> Planning and arranging meals and additional activities
- >> Hiring additional coaches/guides for the trip (when necessary)
- >> Arranging necessary permits or other permissions
- >> Helping to gather photos and additional information required for marketing the trip

#### 2. Guiding, instructing & supporting the Global Trip Leaders:

We have Global Trip Leaders for each of our target sports who are responsible for leading our trips. This will include the trips that you develop. We have our Global Trip Leaders lead our trips rather than having you lead the trips by yourself because our trip leaders are familiar with how we run our tours, how we like to deal with our clients, and how we like to organize our instruction programs. You thus need to be willing to work with our Global Trip Leaders to run the trips that you develop. Although the Global Trip Leader will take the lead on much of the client work (e.g. dealing with client requests, concerns or emergencies, running the orientation meeting, leading the instruction program etc) we will look to you to play a major role in all issues that require local knowledge and expertise. For example:

- >> Making decisions about which breaks, resorts, trails, rivers, or rocks the group should visit on any given day
- >> Liaising with local providers, such as accommodation, transportation and activities providers
- >> ensuring that clients experience the best of the local region (e.g. providing advice on which restaurants, bars etc clients should experience)

We will also expect you to assist in the instruction of the clients and to support the head guide in the general running of the trip.

### Skills & Attributes

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

#### 1. Sporting background:

- >> Must be highly experienced in and proficient at one or more of the following sports: snowboarding, skiing, rock climbing, surfing, mountain biking, kayaking.

#### 2. Instruction background:

- >> Must have significant experience instructing at least one of the above sports
- >> Must have the required qualifications to instruct in your home region. Preference given to those who have internationally recognized qualifications
- >> Must be able to comfortably instruct beginners and intermediates in at least one of the above sports. Preference given to those who are also able to coach experts

#### 3. Leadership skills:

- >> Must have significant experience leading/guiding outdoor trips
- >> Preferably, you should have been leading/guiding trips in your home region for at least two years

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### Skills & Attributes (Continued)

#### 4. Local knowledge:

- >> Must have extensive knowledge of the breaks, resorts, trails, rivers, or rocks in your region. Must know where the best areas are given different weather conditions, and must know all the 'secret', 'locals-only' spots
- >> Must have extensive contacts in the local bike, climb, kayak, ski, snowboard, or surf scene. Must be able to use your local knowledge and contacts to ensure that our trips do not 'step on the toes' of locals and to ensure that our trips are beneficial to the local community
- >> Should have in-depth understanding of and appreciation for the culture and nature of your home region so that you can ensure that clients experience the best of your country

#### 5. 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

#### 6. Age & work experience:

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

#### 7. Other skills:

- >> First Aid Certifications are not required but are a bonus
- >> Fluency in English is essential
- >> Physically fit and healthy

### Compensation

You will be paid a generous fee for your services, which will be based on the rates that you usually charge for your work. You will also receive a daily meal allowance and your accommodation and other living costs will be covered. On top of this, you will be eligible for a significant bonus which will be determined by feedback from our clients and Global Trip Leader. More detailed information about our compensation scheme is available in our Local Trip Coordinator Information Pack which we will send you after receiving your application.

### Things To Note:

- >> Being a Local Trip Coordinator is not a full-time job. We can provide seasonal work only and you must therefore have another means to support yourself.
- >> If you already run trips in your home region, you must understand that we have certain criteria for our trips and that you must be willing to develop customized trips for us. You can of course use your existing trips as a base, but you must be willing to alter these trips to meet our specific needs. You must also understand that the trips you develop for us are exclusively for clients of Access Travel.
- >> The trips you develop for us are Access Travel trips and will be branded as such. You must be willing to act as a representative of Access Travel and to wear Access Travel merchandise when required. If you have your own travel company, you must agree to not promote or otherwise discuss this company 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 Local Trip Coordinator Job Differ From The Global Trip Leader Job?

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

Local Trip Coordinator (LTC)	Global Trip Leader (GTL)
>> Plans and organizes trips. Supports Global Trip leader to run the trips, but the GTL has the ultimate responsibility for leading the trips	>> Leads trips and coordinates instruction program for each trip
>> 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	>> 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
>> Plans and operates trips in their local region	>> Leads trips throughout the world
>> Provides instruction during the trips	>> Is responsible for developing a core coaching program for each trip and is the head instructor during the trips
>> Must be highly proficient in the target sport(s)	>> Must be an expert in the target sport(s)
>> May run trips in several sports. Is the specialist for leading Access Travel trips in his/her home region	>> Is specialized in one (max. two) sports and is part of a small core team that leads trips in this sport.
>> Suitable for freelance guides or those who have their own small guiding businesses and are looking to boost their client base	>> Suitable for those seeking employment in the outdoor travel/outdoor education sector

### 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 Local Trip Coordinator 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 Local Trip Coordinator 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 Local Trip Coordinator position in general, please email us at [jobs@accesstrips.com](mailto: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.