

Sitka Tribe of Alaska Job Description

HIKING/WALKING GUIDE

Exempt:	No	Salary Level:	\$15-\$18/hour
Benefits:	No	Hours:	Varies
Department:	Sitka Tribal Enterprises	Reports to:	Tourism Manager
Prepared by:	Tourism Manager	Approved by:	General Manager

I. SUMMARY:

This position supports operations of the Tribal Tours program and provides services to visitors during Sitka's visitor season with a focus on quality, customer service, professionalism and perpetuation of the Tlingit culture and cultural values of the Native community of Sitka. Work hours vary due to fluctuating cruise ship schedules. Employees must be able to work weekends, evenings and assigned holidays.

This is a seasonal position the Employee must be able to work early mornings, weekends, evenings and some holidays.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct Walking and/or Hiking Tours

- Guides will follow the script and tour structure set forth by Tribal Tours
- Provide aide to passengers who may need extra assistance
- Guides are responsible for the safety of their group while conducting tours

Meetings, Responsibilities and Professional Conduct

- Wear required uniform and maintain professional appearance
- Abide by STA Employee Handbook & Policies
- Participate in STA all-staff events if it does not interfere with operations
- Other duties as assigned

III. MINIMUM QUALIFICATIONS:

Education and work experience:

- High school diploma or G.E.D. (Preferred)
- Previous customer service experience or experience working with the public

Certifications, Skills and Abilities:

- Obtain Current certification in CPR and First Aid
- Current Alaska Divers License, CDL (Preferred but not necessary for the position)
- Must be in good physical condition, able to hike and walk trails in the Sitka area
- Ability to lead large groups through rough terrain and steep inclines in varying weather condition
- Ability to clearly communicate verbally with hiking/walking groups and co-workers
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)
- Good communication and public relation skills necessary

IV. CRIMINAL BACKGROUND CHECK:

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child
- Who has been convicted of any crime involving a sexual offense
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

V. DRUG AND ALCOHOL-FREE WORKPLACE:

This position is considered safety-sensitive according to Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore requires a pre-employment drug screening, and is subject to reasonable suspicion, random, post-accident, return to duty and follow-up drug and/or alcohol testing.

VI. PREFERENCE

Tribal Native Preference Policy Applies, as outlined and defined in the STA hiring policy and procedure.