



Bicycling and Walking Vacations

WALKING TOUR LEADER HIRING PROSPECTUS

Leader Responsibilities

- **A leader's primary role is to ensure the guests experience the best vacation of their lives!**
- Service, service, service! Put customer needs ahead of their own **at all times**
- Use people skills and social leadership to bring guests of diverse backgrounds together
- Offer group presentations on various topics (safety, walking skills, foreign language, daily routes, flora and fauna, sights...)
- Demonstrate safe and efficient walking techniques
- Deliver guest luggage to their rooms
- Walk daily with guests and coordinate bus support
- Prepare picnics and translate special events such as wine tastings, home hosted visits sightseeing tours, etc
- Perform administrative tasks such as record keeping and tour budget accounting
- Represent VBT well and maintain professional, balanced relationships with tour guests, our hotels, and citizens of local communities through which tours travel, as well as with VBT coworkers and staff
- Offer language translation assistance where applicable

Leader Qualifications

- A love of people! Desire to share education, discovery and fun
- In-depth knowledge of local flora, fauna and local culture. Nature guiding licenses or special local knowledge is a plus.
- Fluent (written and oral) in English, *and* local language if different.
- Familiar with American customer service expectations
- Valid driver's license, clean driving record & ability to safely drive 15-person van
- Current Basic Red Cross First Aid & Cardiopulmonary Resuscitation (CPR) training
- Physical abilities – carrying a 30 pound backpack and walk up to 20 km / 12 miles (4-5 hours) per day in all types of weather for many days in a row, carry heavy luggage
- Able to pace oneself, physically and mentally, through very long days, full weeks, consecutive tours and an entire season
- Excellent communication and leadership skills
- Strong teamwork skills; energy, enthusiasm, positive attitude, creativity, and attention to detail.
- Knowledgeable about local and American cultures. First hand experience preferred
- Available for the full operating season – especially peak periods
- Basic computer skills for Microsoft Excel, Word, Adobe Acrobat Reader and e-mail access with capability to download and send attachments.
- A personal cell phone to use while on tour

The Complete Application

- An application will be reviewed once we receive **all** requested elements noted on the application form per email.
- We review applications on a continuous basis, so it is to your advantage to turn in your completed application as soon as possible.
- Only candidates who turn in **completed** applications will receive written notification of our hiring decisions.

Reference Information

- Select 2 professional or academic references that we may contact, who can attest to the skills, experiences and character traits that qualify you for this position. Indicate their relationship to you.
- References must be contactable by e-mail
- References must be able to reply in English

Motor Vehicle Record

- Please provide a current certified copy of your driving record.
- Applicants with driving records deemed unacceptable by our insurance company will not be hired

The Interview Process

- Selected candidates who have submitted a complete application will be contacted for a personal interview
- All interviews are conducted in English
- Interviews will take place in selected cities or on phone/skype. If you are selected for an interview, VBT will contact you to designate a time and location
- There may be a Team Selection Event in selected cities for applicants who successfully go through the Interview Process

If you are hired

In order for your job to be confirmed, you must provide the following documents to VBT by the date indicated in your job proposal:

- Written verification of completed of Red Cross or equivalent First Aid Training. *Renewal required every third year*
- Copy of Adult Cardiopulmonary Resuscitation (CPR) Card. *Renewal required every third year or upon expiration of current card, whichever comes first*
- Copy of your valid passport or national identity card
- Copy of current DOT Physical (both the long and short forms)
- Completed Background Check Disclosure & Authorization Form

Who is VBT?

- **VBT** is committed to being the world leader in international active vacations. All **VBT** tours offer exceptional quality and service.
- **VBT** is an American tour operator with over 40 years of experience.
- **VBT** offers active tours to American tourists around the world
- **VBT** groups are small, usually 14-20 guests, who come from all over North America.
- **VBT** guests combine an active vacation with a desire to learn about the people, culture and history of the area through which they have chosen to travel.
- **VBT's** 4 "pillars" of service to our guests include outstanding *value, pace, choice and discovery*.

Questions

- If you have questions on any of the processes described in this packet, please contact our Leader hiring department by email at vbtdom@vbt.com

Please consult our web site at www.vbt.com for more details on VBT