



Example of Tour Leader Job Description

Powered by www.VelvetJobs.com

Our company is looking for a tour leader. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for tour leader

- Provide a report for each trip
- Train new CEOs as required, passing on as much trip-related information as possible
- Provide assistance to the regional offices when requested by their Managers or by Head Office
- Identify opportunities to streamline processes and create efficiencies in the CEO administration process
- Be the voice of all G related communication to CEOs and the main contact for CEO programs and initiatives
- CEO recruitment, training, including Wanderer, Shadow and Route training
- Management of full recruitment process including predicting when new CEOs will be required, both contracted and freelance
- Management of Yoda office weeks and special assignments
- Encourage engagement through the use of G Nation and social media – ensure CEOs are contributing to their regions beyond running tours
- Mentor, coach and encourage CEOs throughout their career and difficult situations

Qualifications for tour leader

- 2 years' experience in a leadership role within the travel industry is required
- Experience leading / coaching direct reports or peers
- Strong destination knowledge

- Proven ability to drive and measure business results
- Experience working and leading from a virtual environment is a plus