



Example of Tour Leader Job Description

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Our growing company is looking for a tour leader. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for tour leader

- Creation and maintenance of informational documents and tools for CEOs
- Assist in the development and utilization of the Yoda (Senior CEO) role
- Ownership of recruitment process for new CEOs, including needs forecasting and strategic recruitment planning
- Manage CEO onboarding, training and development, including performance reviews and identifying and coaching on areas of improvement
- Ownership of overhead and trip budgets – ensuring budget adherence, accuracy and efficiency – including Wanderer program, leader paid expenses, CEO allowances, flight costs and kit purchases
- Ownership of all CEO administration including
- Ownership of CEO resources including activity sheets, trip flows, trip planners and welcome notes
- Manage complaint resolution relating to CEOs as needed
- Administer and communicate CEO disciplinary process
- Responsible for CEO performance, NPS and evaluation return rate

Qualifications for tour leader

- A Love for Adventure Travel
- Guiding experience of 1 year+ is an advantage
- Good basic expense accounts knowledge
- Excellent English language skills – both written and spoken, and language

- Demonstrated communication, leadership, problem solving and decision making skills
- Awareness of and commitment to sustainable tourism