



Example of Tour Leader Job Description

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Our growing company is looking to fill the role of 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

- Ensure the safe and legal operation of vehicles by CEOs
- Management of Yoda (Senior CEO) office days and special assignments
- Responsible for ongoing management of CEO scheduling, trip assignments and associated admin
- Regular communication with the Oceania Operations team, acting as a conduit for information between the field and Operations
- Work closely with the New Zealand vehicle supplier to ensure efficient vehicle scheduling and maintenance
- Regional after hours/emergency phone responsibilities for all passenger and on road issues and emergencies
- Responsible for effective communication of regional and global messages, news and updates on systems
- Actively mentor and develop CEOs towards CEO growth opportunities such as G Stock, Leadership Camps and other programs
- Actively engage and participate in the global CEO Management/advocacy community
- Assist in the development and improvement of CEO systems, processes and programs when requested

Qualifications for tour leader

- The ability to handle daily stresses and long hours with a high amount of

- Extensive knowledge of the history, geography, and culture of Australia/New Zealand
- Safe driver, capable of driving long distances, taking responsibility for your group's safe travel, including checking tires, fluids and learning how to be a commercial driver
- Responsible, driven, team player, who loves travel and interacting with people from around the globe
- Proven leader who is comfortable managing group dynamics, different personalities, and cultures