



DBA- Alaska Nature Tours

### **Job Description: Tour Prep Manager**

This important position requires a dependable, efficient person(s) who enjoys working outside in the summer and doing a variety of tasks. Must be conscientious and detail oriented. Work requires some lifting. Valid driver's license is required.

Wage: \$16 - \$18 per hour, depending on experience, job performance, and availability.

#### **Job Duties**

- Tour Buses and Vehicle cleaning
- Organize Office & Supplies
- Food Service Pick-up, Set-up and Clean-up
- Haul Supplies
- Misc. Tasks & General Labor
- Conscientious & Dependable
- Work on your own with little supervision
- Get physical activity away from a desk or screen.

#### **Flexible Schedule**

- Tour season runs May – September. Training begins late April
- Students may begin at the end of the school year in late May.
- Requires working approximately 11AM – 2PM (3PM)
- Occasional split shifts, returning 5PM - 6PM for bus cleaning.
- 20-25 hours per week during peak season.
- Job may be shared to cover 5-7 days per week.

#### **Qualifications**

- Valid Driver's License

To apply, please visit the CIA office or email a resume and completed application to [zwentzel@chilkoot-nsn.gov](mailto:zwentzel@chilkoot-nsn.gov)