



**Job Title: Part-Time Committed Field Instructor/Guide**

**Reports To:** Operations Manager and Owner. Also works with the Managing Director.

**Classification, Position Duration, and Time Requirement:**

Non-Exempt. This position is active from May 1st through September 30th.

Part-time Instructors are promised 20 days of work during the active season (April 15th - July 15th)

**Pay/Wages:**

Position is paid according to the Kaf Adventures Pay/Wages Scale.

**About Kaf Adventures:**

Kaf Adventures is a small outdoor education and adventure travel company based in Seattle, WA. Kaf Adventures delivers educational courses and guided experience in the art of backpacking, mountaineering, rock climbing, ice climbing, and winter recreation. Being small and entrepreneurial makes each position at Kaf a key position & employees wear “multiple hats” at the office. Constantly evolving, growing, and taking on new responsibilities, employees support one another in some capacity and strive to have a holistic understanding of the business to help where needed. Individuals are constantly looking at systems and processes with a critical eye on improvement. Employees get creative with minimal resources. Kaf Adventures administration strives to keep a positive, upbeat, community feeling in the office, with the instructor team, and with our guests. Delivering excellent and timely customer service is a priority. No hurdle is too big for the team. No task is too small for the individual. Dream it. Do it!

**About the Committed Guide Program**

The Kaf Adventures Committed Guide Program seeks to reward guides and instructors for a commitment to Kaf Adventures and its programming. This commitment goes both ways, and guides who sign contracts to be Part-Time Committed Guides with Kaf are agreeing to be available a certain number of days per month, and Kaf Adventures agrees to guarantee pay for a certain number of days. In addition to guaranteed pay, Kaf will also provide paid training, paid mentorship days, uniforms, and AMGA scholarship opportunities.

**Job Summary/Purpose:**

The Field Instructor/Guide is responsible for the safety of our guests in the field. The Field Instructor is also responsible for delivering the Kaf Adventures curriculum to our community members on courses as well as managing all decision making in the field. Additionally, the Field Instructor works as a representative of Kaf culture within the greater outdoor community and the clients we serve.

Part-Time Committed Guides agree to the following:

# of Days Guaranteed by Kaf	# days Guide is available	Weekend Availability	Availability due to office	Leader terrain	Days for Mentorship	Staff Training
20	36	2 per month	15th of preceding month	Alpine and Rock	2	Required, paid

**Job Duties and Responsibilities:**

- Communicate with Operations Manager in regards to scheduling/staffing of courses. Part-Time Committed Guides are required to turn in their monthly availability no later than the first day of the preceding month (ex: June availability is due May 15th).
- Be available 3 weekends a month; defining a weekend as Friday, Saturday, and Sunday; as well as all major U.S. Holidays during the Summer Season.
- Pre-trip preparations: All communications with clients and instructor team. Request group food, gear, and client rentals. Manage a budget. Meetings with admin team. Meeting with clients. Help coordinate carpooling with clients to course area. Drive to trailhead.
- In the field: Demonstrate appropriate risk management and decision-making. Focus on positive client experience. Deliver course curriculum and objectives in a safe manner. Effectively manage emergency response when applicable. Model positive, engaged, & responsible expedition behavior.
- Post-trip wrap up: Clean and return all gear/equipment to proper location. Notify Operations of needed repairs. Debrief all course work and submit Instructor evaluations using Google systems.
- Submit Course reports and receipts. Participate in debrief with Operations and other instructors.
- Attend and actively participate in all scheduled staff trainings throughout the summer season.
- Help with marketing on all courses and take photos for social media.

**Minimum Qualifications:**

- 2-4 years of experience in a teaching and/or instructor role within the outdoor education industry.
- 4-5 years of personal and/or professional experience with outdoor recreation, specifically rock climbing, backpacking, mountaineering, skiing, and or winter recreation.
- Great communication skills and ability to work well with all personality types.
- Reliable transportation and/or ability to transport yourself and guests to/from course areas.
- Ability to use a computer and use Google Suite. Required use is about 3 times per week.
- WFR certification required for lead, assist, and recommended for shadow roles in all terrain types.
- Food handlers certification required.
- LNT Trainer required for lead, assist, and recommended for shadow and assist roles in all terrain.
- AMGA SPI certification required for lead, assist, and recommended for shadows roles in SPI rock terrain.
- AIARE 1 certification required for lead, assist, and recommended for shadow and in glacier, winter, and alpine terrain types.
- AIARE 2 certification is required for all lead roles in alpine and winter terrain types.
- AMGA entry level courses preferred in the discipline you are working (rock, alpine, ski).

**Additional Knowledge, Skills, and Abilities:**

- Personal qualities of integrity, credibility, and a commitment to and passion for the outdoors, education, and personal development.
- Great management skills, task delegation, and personal accountability.
- Must be creative in regards to problem solving and organizing.
- Self-motivated, energetic, and approachable.
- Knowledge of varied teaching methods and differing learning styles.
- Attention to detail in regards to organization, logistics, and communication.
- Regular access to a computer for internal and external communication.
- Excellent written and verbal communication skills.
- Ability to communicate with a variety of tools (text, phone, email).

**Working Conditions:**



Field Instructors will be working mostly outside in varied terrain, including but not limited to: On-trail and Off-trail travel, Rock, Snow, Glacier, and varied Alpine settings. Weather conditions include but are not limited to: Sun, Rain, Snow, Wind, and possible low visibility scenarios. Additionally, indoor classroom settings will be implemented as well.

**Physical Requirements:**

Field Instructors are required to have the ability to carry a 50-60lb. pack for multiple days through various terrain, while still being focused on client care and client reward. Excellent cardio conditioning, strength, and an overall level of fitness are expected.

**Required Documents:**

- Cover Letter & Resume (both professional and outdoor resume if applicable)
- Kaf Preliminary Interview Questions
- 3 References
- Certifications (if applicable) – both professional and outdoor