



NW Discoveries

## Job Description – Outdoor Trip Leader

### Overview

NW Discoveries runs 1-day to 7-day outdoor adventure trips. Most of our trips are 7 days and work closely with Road Scholar, a travel education provider focusing on older populations. Activities that we provide include, hiking, bicycling, snowshoeing, x-c skiing and many others. Our Road Scholar trips include hiking, bicycling and raft supported hiking. We employ guides who possess the maturity, warmth, integrity, leadership skills, work ethic and outdoor knowledge necessary to conduct top-notch outdoor trips.

We are looking for guides who will be contracted for specific trips during the summer/fall (3-8 trips total). There is the possibility for additional trips/work as well. Bike trips take place in Idaho on the rails to trails system, outside of Wallace, ID and hiking trips take place around Mt Hood/Columbia River Gorge near Portland, OR.

Guides will work mostly our longer trips, but may be asked to fill in on an occasional day trip as well. Season length varies, but typically runs from early or mid-May through mid to late-September, and occasionally into early to mid-October. There is the possibility for additional work through our partner company, Oregon River Experiences; this could include hiking guide on Rogue River trail, shuttle for river trips and other duties.

We think that guiding is one of the best jobs you can imagine. You get to be outside in beautiful natural settings and share fun and adventure with a variety of interesting people. But guiding also involves plenty of hard work and long hours. The work is fun and rewarding, but it can be physically and mentally demanding as well.

### Qualifications

- At least 18 years of age
- 2+ years of outdoor trip leading (hiking, biking, winter trips, outdoor education)
- Current First Aid and CPR certifications (or more advanced certifications)
- Knowledge of Pacific NW plants, trees, flowers, animals
- Ability to present educational lessons, interpretive history, and other programming
- Personable and friendly demeanor, and an enthusiasm for sharing the outdoors with guests
- Strong work ethic and the willingness to be a team player
- Ability to pass driver background check and drive 15 passenger van with guests
- An educational background in earth sciences, biology, archaeology, or similar field is a plus, and an interest in natural and cultural history interpretation is strongly encouraged.

## **Job Duties**

### **General responsibilities**

- Conduct high quality, safe outdoor trips
- Treat guests and fellow NWD employees with courtesy and respect
- Contribute to a positive, supportive team atmosphere
- Arrive to work promptly as scheduled
- Drive company vehicles safely
- Assist guests with equipment basic needs
- Promote sales of future trips as appropriate
- Comply with terms of employment contract
- Conform to company policies as described in the Employment Agreement and the NWD Guide's Handbook

### **Specific Responsibilities include (but are not limited to) the following**

- Engage guests in friendly conversation both on and off the trail
- Cook all the meals on the NWD menu as needed
- Basic bike repair skills (flat tire, chain and etc)
- Pack equipment carefully, and unpack, clean and put away all trip gear after trip
- Participate in any pre trip guide meetings, as well as post-trip guide debriefings
- Present short interpretive presentations to guests on the trail and formal presentation with AV abilities in the evening

### **Benefits**

- Casual, friendly work environment
- Competitive pay
- Complimentary and discounted trips for family and friends
- Training opportunities for other activities and work with our partner company Oregon River Experiences

### **Work Schedule**

Seasonal, early June (or earlier if you choose to work with O.R.E. for hike support river trips) through mid to late-September, and occasionally into early to mid-October.

## **Wages**

- NWD's pay scale includes 3 pay levels based on experience. In addition pay varies depending on the distance from the trip location in question to our home base. Trip leaders are paid an additional amount. Finally, additional pay is offered for those with WFR, Bike Repair, or Interpretive Guide certifications.
- Rates range from \$95-\$155 for day trips. Multiday trips for Road Scholar 7 Day trips range from \$800-\$1345
- Paychecks are issued twice monthly. Direct Deposit is available.

## **Employment Agreement**

All employees will be required to sign an Employment Agreement before beginning to work. This agreement will specify your duties, as well as our commitment to you as your employer.

## **Housing**

Guides are responsible for their own housing. We do not offer guide accommodations.

## **Drug/Alcohol Policy**

NWD is committed to maintaining a safe environment for both staff and guests. We have a zero tolerance policy for impairment at work due to drugs or alcohol, and we reserve the right to terminate the employment of any employee found using illegal substances on the job, drinking while driving, or allowing alcohol to impair their work performance.

## **How To Apply**

Please send a resume along with a outdoor trip resume. Please complete the NWD application as well and send all materials to [info@nwdiscoveries.com](mailto:info@nwdiscoveries.com)

**NW Discoveries**  
16869 65TH Ave. #251 Lake Oswego, OR 97035  
503-479-7054  
[info@nwdiscoveries.com](mailto:info@nwdiscoveries.com)  
<https://nwdiscoveries.com/>