



**Job Description:** Anchorage Tour Guide Extraordinaire

**Reports to:** Operations Manager, Salmon Berry Tours

**Starting Salary:** \$12 per hour + tips

**Base Job Description and Requirements:**

Applicants will not be considered if under 21 years of age. Our driver/guides are required to have a CDL, which cannot be obtained unless over 21. Applicants under the age of 25 will only be considered with an exemplary resume and absolutely **clean driving record**. Salmon Berry Tours can assist with acquiring your CDL, should you meet all of our requirements, and we decide to offer you the position. Applicants must have reliable transportation and smart phone. Pre-employment and random drug testing are federally required for this job position.

**As of Spring 2017 you will be required to have a smartphone with calling, texting and data to be a tour guide/driver for SBT.** Not only is this for adequate communication, but it will be required for your daily log book entries for DOT (Department of Transportation).

**There are costs associated with obtaining a CDL if you do not already have one.** Employees are responsible for the upfront cost of CDL testing, however upon completion of the **entire** Summer season (or agreed-upon season of hire), SBT will reimburse you. DOT Physicals tend to be approximately \$150, the final road test is approximately \$150, and the new ID card/written test from the DMV is approximately \$50. Prospective employees are responsible for studying for the initial written exam. After the written exam is passed, SBT will provide as much training as needed for the driving portion of the exam.

Tour Guides at Salmon Berry Tours offer guests a fully guided experience, using Federally-regulated Freightliner Sprinter Vans. We share Alaskan history and personal stories while guiding guests to each activity. Our tour guides are the most knowledgeable and safe guides in Alaska, and are required to provide local expert knowledge, by microphone, during their tours.

Work days can be anywhere from 5 hours long, to 12 hours long. On average, days tend to be approximately 10 hours. Usually morning start times are between 7:30am and 8:30am, however there are mornings that start as early as 5:00am, and as late as 10:00am. For ending times, usually tours are done between 6:00pm and 7:00pm, however they can sometimes be done as early as 1:00pm, or as late at 8:30pm.

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**515 West 4th Ave. Anchorage \* [www.SALMONBERRYTOURS.com](http://www.SALMONBERRYTOURS.com) \* 907.278.3572**



### **Other Information:**

#### *Attire*

Our employees are provided with a Salmon Berry vest, which they are required to wear. Jeans or khaki pants are acceptable. Nice clothing should contain no rips or holes. Wear your Salmon Berry Vest on the outside of the rest of your clothing whenever possible. Keep your vest clean. Keep yourself clean. Be prepared with appropriate gear for the weather - set an example for the clients you are taking out on tour (especially during the Winter!).

#### *Cleaning / Washing / Fueling*

Everyone who works for Salmon Berry Tours is expected to be a team player. That means that sometimes you will be asked to do things above and beyond your regular duties. Upkeep and maintenance of the Salmon Berry vehicles is EVERYONE'S job. Guides prep their vehicles at the end of each tour, and sometimes additional vehicles.

#### *Gratuities and Pay*

Tour guides are paid hourly. Some are on a four-day schedule of ten hours per day, and some are on a 5-day schedule of eight hours per day. Anything over the base day is paid at time and a half for overtime. Tips the guides may receive are in addition to base pay. We do not pool tips. Gratuity is voluntary, and we never solicit guests for gratuity. However, tips are a common part of this job and are yours to keep.

Submit applications electronically to [operations@salmonberrytours.com](mailto:operations@salmonberrytours.com)

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