

**Sitka Tribe of Alaska**  
**Job Description**  
**HIKING/WALKING GUIDE**

---

**Exempt:** No

**Grade:** 1

**Department:** Sitka Tribal Enterprises

**Hours:** varies

**Reports to:** Tourism Manager

**Effective Date:** February 1, 2020

---

## **I. SUMMARY**

This position supports operations of the Tribal Tours program and provides services to visitors during Sitka's visitor season with a focus on quality, customer service, professionalism and perpetuation of the Tlingit culture and cultural values of the Native community of Sitka. Work hours vary due to fluctuating cruise ship schedules. Employees must be able to work weekends, evenings and assigned holidays.

This is a seasonal position the Employee must be able to work early mornings, weekends, evenings and some holidays.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **A. Supervision and Authority**

This position reports to the Tourism Manager and does not supervise any positions.

### **B. Conduct Walking and/or Hiking Tours**

- Guides will follow the script and tour structure set forth by Tribal Tours
- Provide aide to passengers who may need extra assistance
- Guides are responsible for the safety of their group while conducting tours

### **C. Meetings, STA Reporting and Professional Conduct**

- Wear required uniform and maintain a professional appearance
- Abide by STA Employee Handbook & Policies
- Participate in STA all-staff events if it does not interfere with operations
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

### **III. MINIMUM REQUIREMENTS**

#### **A. Education**

- High School diploma or GED (preferred)

#### **B. Experience**

- Previous customer service experience or experience working with the public.

#### **C. Additional Requirements**

- Obtain Current certification in CPR and First Aid
- Current Alaska Divers License, CDL (Preferred but not necessary for the position)

#### **D. Knowledge, Skills and Abilities:**

- Must be in good physical condition, able to hike and walk trails in the Sitka area
- Ability to lead large groups through rough terrain and steep inclines in varying weather condition
- Ability to clearly communicate verbally with hiking/walking groups and co-workers
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)
- Good communication and public relation skills necessary

### **IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

### **V. PREFERENCE**

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

### **VI. ADDITIONAL**

#### **A. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,

- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

**B. Drug- and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.