



Canopy Tour Guide Job Description

Job Content

This position is responsible for the logistics, safety and overall experience of the Canopy Tour program: making sure participants are informed of all safety guidelines and ensure they are adhered to by all persons on the trip; coordinate instruction, supervision, and facilitate debriefings. In addition to facilitation of the Adventure WV Canopy Tour, Guides may be required to complete daily inspections and make adjustments as needed. Guides will use the Adventure WV Canopy Tour system to provide an opportunity for groups to recognize and safely reach their potential. Programming will include promoting self-confidence and positive group dynamics while delivering educational curriculum in an interpretive format. These individuals must be **well organized, experienced, compassionate, and exceptional communicators** when it comes to teaching others.

Terms of Employment

Employment is contingent on the completion of a recognized training program offered through the WVU Outdoor Education Center or another accepted affiliate. Guides will be paid an hourly wage and can expect 3-10 hours of work each day they are scheduled. Guides may be required to work holidays, evenings, weekends, and football game days. Canopy Tour Guides are responsible for pre-trip preparations, facilitation of programming, supervision of participants, and post group information processing. **Typical employment dates range from April–November.**

Essential Requirements

- **Safety and Supervision:** Responsible for the safety of self, staff, and participants. Work will include the proper set up and take down of canopy course facilities as well as inspecting equipment and property, and documenting these inspections. Must be able to instruct participants on proper use of equipment and structures. Must supervise the programming and safety of assistant facilitators. Uses good judgment while making independent decisions regarding all facets of the safe and effective use of the course. Understand and be able to implement the WVU Canopy Tour Emergency Action Plan, when necessary.
- **Leadership and Planning:** Guides must be able to work independently, be self-motivated, and be skilled with the empowerment of others. Able to deal calmly with stressful situations and people.
- **Experience:** Experience facilitating or participating in group processing/planning discussions is highly sought as well as familiarity with group/team development. Guides must be fully trained on Adventure WV Canopy Tour local operating procedures and successfully complete and pass a recognized training program.
- **Physical:** Trips take place in an outdoor, adventure orientated setting. Therefore, Level 1 Guides should have the ability to perform their required duties for extended periods of time while exposed to adverse conditions including, but not limited to, rough terrain, precipitation, temperature extremes, and wind. Must be able to tie specific knots, demonstrate proper rope

technique, and climb structures as needed. Must be able to stand and able to lift and carry 35 pounds for extended periods of time.

- **Communication:** Excellent communication skills are required. Must be able to communicate effectively, both orally and in writing, to both participants and other staff members. Ability to relate and work with diverse populations of participants.
- **Teamwork:** Team oriented and dedicated to the goals set forth by the Adventure WV program. Works as a valuable team member with others in scheduling, facilitating, and operating the Adventure WV Canopy Tour.
- **Dependability:** Responds to scheduling requests in a timely manner. Is reliable when scheduled. Arrives at facilitation site on time. Has reliable Transportation to and from facilitation site. Maintains a commitment to the success of the course. Follows local operating procedures.

Qualifications for Employment

- High School Diploma or GED
 - Current WVU students are given priority when applying
- 18 Years of Age

Job Requirements

- Current CPR and First Aid Certifications
- Bonsai Level 1 Certification
 - All canopy tour trainings offered through WVU fulfill this requirement
- If you have previous experience:
 - Facilitation Portfolio (or equivalent)

For more information: Contact Adventure WV

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