



## BICYCLE TOUR LEADER HIRING PROSPECTUS

### Leader Responsibilities

- **A leader's primary role is to ensure that our guests have the best vacation of their lives.**
- Provide outstanding customer service at all times.
- Focus on guest safety and supporting their needs at all times.
- Facilitate discovery, learning, relaxation and enjoyment for each guest.
- Facilitate positive group dynamics through interpersonal and social leadership skills.
- Conduct safety & cycling skills sessions, daily route review, etc.
- Clean, repair and maintain bicycles while on tour.
- Demonstrate safe, efficient cycling techniques.
- Deliver guests' luggage to their rooms.
- Drive the support van and/or cycle daily with guests.
- Prepare picnic lunches and snacks.
- Perform administrative tasks such as record keeping and tour budget accounting.
- Build relationships with tour guests, our hotels, citizens of local communities through which tours travel, as well as with co-workers and staff.
- Represent CA in a professional manner at all times.

### Leader Qualifications

- A love of people and desire to facilitate education, discovery and fun.
- Valid driver's license, clean driving record & ability to safely drive van and trailer.
- Basic bicycle repair skill. Must pass Level 1 mechanical test.
- Current Basic Red Cross First Aid & annually renewed Cardiopulmonary Resuscitation (CPR) training
- Physical abilities – cycle with guests up to 70 miles a day in all types of weather, carry heavy luggage, lift 30 lb bicycle over head
- Able to pace oneself, physically and mentally, through very long days, full weeks, consecutive tours and an entire season
- **Strong customer service and teamwork skills;** excellent communication and leadership skills; energy, enthusiasm, positive attitude, creativity, organization, and **attention to detail.**

## **The Complete Application**

- An application will be reviewed once we receive **all** requested elements noted on the application form.
- Hiring generally takes place in March although occasionally positions are filled at other times.
- Only candidates who forward completed applications will be considered for hiring. We regret that we are unable to respond to all applications we receive.
- Provide 2 professional references that we may contact, who can attest to the skills, experiences and character traits that qualify you for this position. Indicate their relationship to you.
- Please provide a current copy of your driving record: US -Dept. of Motor Vehicles; Canada -Ministry of Transportation; (Applicants with driving records deemed unacceptable by our insurance company will not be hired.)

## **The Interview Process**

Selected candidates who have submitted a complete application will be contacted for a personal interview.

During your interview, please be prepared for any of the following:

Give examples of when you've demonstrated skills needed by a tour leader. (excellent service, teamwork, leadership, good communication, problem solving, etc.) Mechanical proficiency assessment to determine your current level of knowledge. You may continue to develop this skill after the interview. **Give a group presentation.** Participate in team activities.

## **If you are hired**

In order for your job to be confirmed, you must provide the following documents by the date indicated in your job proposal:

Written verification of completed Red Cross or equivalent First Aid Training in the past 3 years  
Copy of Adult Cardiopulmonary Resuscitation (CPR) Card – from American Red Cross or American Heart Association, or equivalent. *Annual renewal required.*

# LEADER APPLICATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone-day: \_\_\_\_\_

\_\_\_\_\_ Phone-eve: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-mail address: \_\_\_\_\_

Please attach your resume containing education & employment information

## Essay Question

*Please answer the following question in 300 words or less.*

Drawing on your knowledge of our tour programs, why do you think you would be an excellent tour leader and what do you hope to gain from the experience of leading tours?

## Additional Information

Please list your hobbies, interests, pursuits and special skills.

Please list any pertinent knowledge or experience you have regarding any locations where CA offers tours.

## Scheduling Information

Please indicate in the block below, any limitations to your schedule during the following periods.

US: April - November

## Physical Abilities

Do you have any physical limitations that would prevent you from accomplishing the following tasks?

(circle choice)

Lifting a 15 kg./30 lb. bicycle above your head? Yes No

Carrying a 35 kg./ 75 lb. suitcase? Yes No

Bicycling up to 80 km/ 50 miles in one day Yes No

If you answered "yes" to any questions in this section, please attach a separate page with details.

## Driving Record

Have you ever driven a 12 - 15 passenger van? Yes No

Have you ever driven with a trailer? Yes No

Have you had any moving violations within the last 5 years? Yes No

Have you had any accidents within the last 5 years? Yes No

Have you ever been convicted of driving under the influence of, or driving while impaired by drugs or alcohol? Yes No

If you answered "yes" to any of questions in this box, please attach a separate page with dates & details.

## **Complete Applications**

**Please return completed applications to the address below.**

**To be considered complete, your application must contain the following:**

- This completed application form, including attached essay question
- A copy of your current resume / C.V.
- Contact information (name, phone number and relationship) of 2 references
- A copy of your current valid driver's license
- A copy of your current Motor Vehicle Record or equivalent

## **Interviews**

Only selected applicants will be contacted for a personal interview. Interviews for N America generally take place in January, February, March. We regret that we are unable to respond to every application received.

**All statements in this application are true and complete to the best of my knowledge.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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