



## **POSITION DESCRIPTION**

**Position title** : **Snorkel Guide**

**Date Reviewed** : **7<sup>th</sup> January 2023**

**Pay rate & Conditions** : The pay rate and employment conditions applicable to this position are covered under the Marine Tourism and Charter Vessels 2010.

### **Background**

Eco Abrolhos is a seasonal tourism operation operating from Geraldton to the Abrolhos Islands on 5 day Eco Cruises then up to Broome and the Kimberley's doing 14 day Kimberley expeditions. We also operate harbour cruises out of Geraldton.

*Of prime importance to the company is the standard of service delivered to our guests while they are residing within the vessel.*

This Position Description has been established to outline the tasks associated with the role of a Snorkelling Guide during Abrolhos Island cruises. Hostess job description as per separate job description.

### **Hours of Work**

The scheduled and expected hours of work are from between 0630 – 2000 with adequate breaks throughout the day.

### **Reporting Relationships**

Reports to: Snorkelling Supervisor

### **Primary role**

Snorkelling Guide follows instructions from the Snorkelling Supervisor. To guide and care for guests whilst in the water.

### **Duties & Responsibilities**

1. Be briefed by the Snorkelling Supervisor on number of guest's snorkelling abilities and be aware of anybody who has any significant medical issues eg respiratory, heart problems or any disability. Discuss the snorkelling route, water conditions & weather.
2. Organise your own equipment and wear your safety identification vest and yellow float.
3. Ensure all snorkelling equipment is clean, sanitised and in good working order ready for use.

4. Assist guests to find the correct sized snorkelling gear and record on the log which guests are using Eco Abrolhos snorkelling equipment. Provide them with a net bag labelled with their cabin number to store their equipment.
5. Guide guests into the water where required.
6. Monitor the group of snorkelers providing a high level of attention to safety & care, particularly inexperienced snorkelers. Be vigilante maintain visual contact with all guests at all times. Maintain visual contact with the Snorkeling Supervisor and Snorkelling Lookout in tender.
7. Same procedure exiting as entering the water, guide guests where required.
8. Remind guests to be responsible for own snorkelling equipment.
9. Ensure that when they return to the boat that their equipment is stored neatly in the appropriate area.
10. Wash & sanitize all equipment at the end of the trip.

### **Qualifications Required**

- Current Senior First Aide Certification
- Snorkelling Guide Certificate

### **Skills, Knowledge, Abilities & Attitude Required / Selection Criteria**

1. High attention to detail and visual presentation of surrounds.
2. A demonstrable ability to work without continual close supervision, as it may apply to the work environment.
3. Previous experience in the tourism in a similar environment and a demonstrable interest developing further skills in this area.
4. Pleasant outgoing personality and ability to relate to guests and staff in an appropriate manner that ensures respect for the significance of the position and effective communication is maintained.
5. Able to work in a team environment
6. A minimum of intermediate computer skills.

7. Familiarisation of office administration processes and procedures.

I acknowledge that I have read the above Snorkelling Guide Position description agree to abide by this;

Employee's Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_