

**JOB DESCRIPTION:****Fairbanks Seasonal Operations Coordinator**

Reports to: Anchorage Operations Manager

Status: Full time, mid Nov 2018 through mid April 2019

Wage: \$760/week for a flexible 40 hour average work week (DOE)

Job Description Summary: To oversee all duties pertaining to the smooth operation of the Fairbanks tours and guest services, including guiding aurora tours. This position reports to the Anchorage Operations Manager.

Fairbanks Local Sales and Guest Services

- Create and maintain a relationship with local hotel employees
- Visit with front line employees and provide presentations as needed
- Represent Salmon Berry Tours at local Explore Fairbanks events
- Distribute brochures and other marketing materials
- Distribute winter rental gear and changing out sizes where needed
- Deal with guest questions, issues, and emergencies as needed
- Create Fairbanks welcome baskets and do meet & greets as needed
- Lead aurora tours as necessary
- Do airport and rail transfers as necessary
- Create a visible Salmon Berry presence in Fairbanks
- Skype into a weekly Management Sales/Operations/Logistics Meetings

Sales Goals

- Coordinator sales goal is to add a minimum of 3 guests to each existing tour, by selling locally
- Add one tour per week, guided by the coordinator, that makes \$ above break even

Driver/Guide Management

- Assist in hiring local Fairbanks tour guides
- Assist in training local Fairbanks tour guides
- Communication with tour guides (local and in transit from Anchorage)
- Provide a home base (figurative) for visiting guides and local employees in Fairbanks

Vehicle Maintenance

- DOT Inspections and Compliance
- Upkeep of Maintenance and Maintenance Logs for Fairbanks van
- Stocking Parts Inventory (bulbs, coolant, wipers, etc.)
- DVIR Management (Vehicle inspections)
- Insurance Cards (Up to date: Copy in van, Copy on file in Office)
- Maintain relationship and appointments with local van maintenance shop



Contract Details for Anchorage-based employee, working remotely in Fairbanks

PAY/SALARY:

This is a salaried position at \$760 per week. Employee will flex hours where necessary, to insure an even pay distribution for the employee. Some weeks will have less than 40 hours.

STANDBY TIME:

Employee is expected to answer emergency calls every day, unless prior arrangements are made to be out of contact. There is no additional pay for being available for these times.

PERSONAL VEHICLE USAGE:

Employee may choose to bring my personal vehicle to Fairbanks if they would like a vehicle to drive during their off time. Employee may also choose to use the Salmon Berry van to drive as a personal vehicle when necessary, which will be covered by the company, for up to \$20/week of fuel. Beyond this amount, employee needs to fuel the vehicle.

Miles driven on personal vehicle while on company business, will be paid at \$0.45/mile. Employee must track mileage on the mileage tracking form. This covers fuel for the personal vehicle. No fuel reimbursement will be made.

Qualifying miles include:

Miles driven on specific salmon berry errands, like to and from chena hot springs for a vendor meeting, to and from airport to pick up or drop off gear bags, etc.

Miles not eligible for payment by the mile:

Miles to and from the tour van storage (these are equivalent to driving to work in a normal to/from work environment where the employee is responsible for getting themselves to/from work).

Miles to/from grocery or other store when items could have been purchased during normal personal shopping trips by planning ahead.

If qualification of mileage is in question, please ask in advance of driving personal vehicle for company use.

If an employee chooses to bring personal vehicle to Fairbanks, no substitute vehicle will be provided in Anchorage for personal use.

HOUSING:

The Company will provide a temporary housing set-up, where the employee has a private bedroom, and maintains a common space for other employees to utilize. The house or apartment will be furnished and the Company will cover utilities.