



*the* **WORLD OUTDOORS**  
*hiking & multi-sport adventures*

Greetings!

Thank you for your interest in a tour leader position with The World Outdoors. We are an adventure travel company located in Boulder Colorado that specializes in hiking and multi-sport trips to destinations throughout the Americas – specifically the Colorado Rockies, Wyoming Teton/Yellowstone area, California (Yosemite/Sequoia), the desert Southwest (4-corner states), the Pacific Northwest, Alaska, Montana (Glacier), Canada (Coastal BC and the Canadian Rockies), Hawaii, Maine, Vermont and New Hampshire. Trips are five to eight days in length and feature both inn-to-inn and camping options. The camping is typically done in established National Park campgrounds; we do not currently do any backcountry camping trips. For more insight into our company, please refer to our web site at [www.theworldoutdoors.com](http://www.theworldoutdoors.com) and on the pages at the end of this application.

Here at The World Outdoors we are hiring for two different categories of Tour Leader positions: Full-Time and Part-Time. Full-time guides will be scheduled to work throughout our season, typically working 2-3 trips per month. Our tour season runs from mid-April to mid-October; however first-year full-time guides should expect to work from June through late August or early September. Full-time guides need to commit to working for two seasons with The World Outdoors. Part-time guides will fill-in as a tour leader during our busiest weeks (typically in late June, July or August) or in the event that the scheduled full-time guide becomes unavailable. These individuals should be flexible enough in their schedules to be able to guide a trip with approximately 30-45 days notice, perhaps less in certain situations. The part-time position is a great opportunity to get outside to lead trips for a week here and there throughout the summer while maintaining another occupation or means of income. Full-time guides will be working and traveling throughout the season.

As you may be well aware, a position as a guide is an exciting and demanding position. We are looking for guides who genuinely enjoy people and are able to thrive in social situations. It is also important that you have leadership abilities, are adaptable, well organized, skilled at problem-solving, and possess regional knowledge of flora, fauna, and natural/cultural history. Previous guiding experience is not a pre-requisite although it is certainly a notable qualification. We look for well-rounded people with a proven history of success in their previous jobs or chosen line of work/education. We recognize that it is the people at The World Outdoors that make our trips unique -- people who love their jobs and believe in what they are doing. It is our leaders and office staff that make The World Outdoors such a special place to work.

Successful guides are those who are energetic, creative, skillful, and fun -- people who are eager to work in an environment where their individual contributions make all the difference and are committed to high personal standards. In return The World Outdoors offers an exceptional opportunity to achieve a unique lifestyle with many rewards.

I have attached a complete application packet. We begin reviewing applications for summer season in January through March, so it is valuable to get your information to us. In addition, please send us a copy of your WFR and CPR certifications and any other material that you feel is pertinent (we look at and read everything). My e-mail address is [deanb@theworldoutdoors.com](mailto:deanb@theworldoutdoors.com) and our fax number is 303-413-0926.

Please note that we require all new hires to attend our Guide Training Weekend in the Spring. We also require all guides be certified as a Wilderness First Responder (or equivalent) before leading any of our trips.

If you have any questions or require additional information, please don't hesitate to give me a call at 303-413-0938 or Toll Free at 800-488-8483. Thanks for your time, and we look forward to the opportunity to meet with you soon.

In adventurous spirit,

Eric Wagner  
Director of Operations  
303-413-0938 (phone)  
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[ericw@theworldoutdoors.com](mailto:ericw@theworldoutdoors.com)  
2840 Wilderness Place, Suite D, Boulder, CO 80301

**THE WORLD OUTDOORS— 2011 TOUR LEADER APPLICATION**

2 Sided Form

An Equal Opportunity Employer

Name:	Last	First	Middle	Social Security Number
Address:	Street	City	State	Zip
Phone Number:	Home	Work	E-mail:	
Position Desired (circle-one):	Full-Time	Part-Time	Either	Salary Expected
Have you previously applied to The World Outdoors for employment?	If so, when?		For what position?	
Have you ever been employed by The World Outdoors?	If so, when?		In what position?	
How did you learn of our organization?	What dates would you be available for employment?			
Have you ever been convicted of a crime (excluding minor traffic violations)?	If yes, please explain on a separate sheet of paper.			
Driver's License Number:	Do you have two or more moving violations on your driving record?			

**EDUCATION**

School	Name and Location of School	Did you graduate	Degree or Diploma
High School			
College			
Graduate			
Post Graduate			
Other			

**Employment History**

Provide complete information for all questions in this section. Begin with your current or most recent position. If you are attaching a resume, there is no need to waste time duplicating information on this form regarding your responsibilities and accomplishments at previous jobs. "See Attached Resume" is perfectly acceptable in that box.

Name of Last or Current Employer:	Address:	City:	State:
Telephone Number: ( )	Position Title:	Supervisor's Name:	
Date Employment Began:	Date Employment Ended:	Starting Salary:	Final Salary:
Reason For Leaving:	May we contact this employer?		
Responsibilities of this position:			
Name of Last or Current Employer:	Address:	City:	State:
Telephone Number: ( )	Position Title:	Supervisor's Name:	
Date Employment Began:	Date Employment Ended:	Starting Salary:	Final Salary:
Reason For Leaving:	May we contact this employer?		
Name of Last or Current Employer:	Address:	City:	State:

Telephone Number: (    )	Position Title:	Supervisor's Name:	
Date Employment Began:	Date Employment Ended:	Starting Salary:	Final Salary:
Reason For Leaving:		May we contact this employer?	
Responsibilities of this position:			

<b>Additional Employment Information:</b>
Office Machines Operated (Typewriters, Personal Computers, Software Programs, etc.)
List foreign languages spoken and level of fluency:

<b>References</b>
List three references that are not relatives or employers listed above.
1.
2.
3.

**Certifications:** Wilderness First Responder and CPR Certifications (or equivalent) are required for The World Outdoors guides. If you do not have them, please try to obtain them before training. If you do have them (or EMT, W-EMT, etc.), please list below the type of certifications and their expiration dates.

Type of Certification _____	Valid Until _____
Type of Certification _____	Valid Until _____
Type of Certification _____	Valid Until _____

**Skills:** Please put a number 1 before skills or areas of knowledge in which you are an expert and/or feel qualified to organize and supervise a program; 2 before those in which you have considerable experience and are competent to assist in teaching or performing without supervision; 3 before those which you have some experience or competence.

Mountain Biking _____	Cooking _____	Ecology _____	Leave No Trace _____
Photography _____	Rafting _____	Hiking/Trekking _____	Other: _____
Ropes Course _____	Retail _____	Bike Mechanics _____	_____
Rock Climbing _____	Folklore _____	Clerical Skills _____	_____
First-aid/CPR _____	Geology _____	Computer Skills _____	_____

<p><b>Read Before Signing:</b></p> <p>The World Outdoors is authorized to investigate any information contained herein or information relating to my business background.</p> <p>My statements and answers to the foregoing are true and complete to the best of my knowledge. I understand that false or misleading statements may result in being disqualified or terminated.</p> <p>In consideration of my employment with The World Outdoors, I agree to the rules and regulations of The World Outdoors. I further agree and acknowledge that my employment and compensation can be terminated, with or without notice and with or without cause, at any time at the option of either The World Outdoors, or myself.</p> <p>The Immigration Reform and Control Act requires employers to view original documents confirming the identity and right to work of all applicants about to be hired. The World Outdoors is an Equal Opportunity Employer and considers all candidates for employment regardless of race, creed, color, religion, sex, national origin, age, handicap or disability, marital status or veteran's status.</p>		
<table> <tr> <td>Applicant Signature _____</td> <td>Date _____</td> </tr> </table>	Applicant Signature _____	Date _____
Applicant Signature _____	Date _____	

## GUIDE QUESTIONNAIRE/APPLICATION

Please respond to the following questions (use a separate piece of paper if necessary).

1. Our primary guide season typically runs from mid-April to mid-October. What dates would you be able to work? Do you have any commitments that you need to attend during this time?
2. Our guides generally work in one week increments (each trip is usually 6 days). Full-time guides should expect to work 2-3 trips per month and must be able and willing to go "out on the road" for as long as 10 weeks in a row (although typically it will be 2-4 weeks). **Full-time guides must be able to work both hiking and multi-sport trips.** Part-time candidates should not rely on this position as their primary source of income, as they will probably be only running a few trips here and there throughout the season. Which position is the most desirable to you? Check one:  
  
Full-Time Candidates: Are the above stated conditions acceptable?  
Are there any foreseeable conditions that exist that would make this lifestyle and schedule undesirable/unfeasible for you?  
  
Part-Time Candidates: What is the most number of weeks you would be available to leave (in a row) to lead trips?  
Are you more interested in leading hiking-only trips or multi-sport trips that include a mountain biking component? Both OK?
3. We typically begin and end trips out of our offices here in Boulder Colorado. As such, we expect our full-time guides to be "based" out of Boulder for the duration of the season. Some guides find housing for the summer (often shared) either here in Boulder or within a few hours drive away; others choose to stay with friends or live out of their cars and sleep in the office. If you would be relocating to the Boulder area, what will be your living arrangement between trips?
4. What level of pay are you seeking?
5. We require Wilderness First Responder or equivalent first aid certification (EMT, W-EMT, etc.). What level of first aid certification do you have? Are you CPR certified? What other relevant certifications do you have?
6. Do you have experience as a bike mechanic - professional or otherwise? Can you replace a chain, replace a derailleur cable and adjust the gears, true a tweaked wheel, adjust a headset, center brakes....
7. Please describe previous guide-type positions that you've held in the past. ("See Resume" is an appropriate response). List a sample of other notable trips you've led/undertaken outside of a commercial or professional enterprise.



16. Name 3 things that are important to convey to a trip-participant before embarking on a hike or mountain-bike ride?

17. You're on a trip with 12 guests, yourself, and a co-guide. You're leading the group on a hike and you're about a mile into it when one guest starts complaining about just about everything: it's too hot, it's too hard, he didn't expect this, the view is no good, there's no wildlife, he wants to go back to the hotel, the trip is a rotten value, etc. He starts to get petulant and a bit angry. Describe briefly how you might handle this situation.

18. What is the favorite place you've ever been and why? (Someplace that stands out, anyway!)

19. What was your favorite toy growing up? What's your favorite toy now?

## **INFORMATION FOR PROSPECTIVE STAFF MEMBERS**

### *Who We Are*

The World Outdoors (formerly Roads Less Traveled) was founded in 1988 with the objective of offering high quality services to individuals seeking adventure from the outdoors and to teach them the skills needed to enjoy these activities. We are starting our 23rd year in operation and strive to improve our quality and commitment to excellence each and every year.

The World Outdoors is based in Boulder, Colorado and operates in the Rockies, Sierras, Southwest, Canyon Country, Canada, Pacific Northwest, Alaska, Maine, New England, Virginia, and Hawaii. We offer hiking-exclusive and multi-sport trips. Multi-sport trips include hiking and mountain biking, and depending on the area, whitewater rafting, horseback riding, canyoneering, rock climbing and/or sea kayaking. We have international travel adventures as well, and although not currently available, opportunities to guide internationally are under development.

The World Outdoors is a company with many facets, yet we strive to work together as a community with common interests, values and objectives. We seek employees who are self-motivated, self-disciplined, work with a minimum of direction and are flexible in meeting our work schedule. Our staff members work hard and sometimes long hours because they enjoy what they are doing, want to do the job well and believe in The World Outdoors. Persons who cannot work well under such expectations are unlikely to fit into our community.

### *Staff*

During our season, as few as 15 people are employed by The World Outdoors. About 10 work primarily as guides. The office staff consists of only 4 full-time employees: President, director of Operation, Director of Sales, and Director of Guest Services. We also employ interns throughout the year.

Guides should be at least 25 years old and at a minimum, have current CPR and WFR (or equivalent) certification by the time they begin guiding for The World Outdoors. New guides must be willing to commit to guiding for at least 2 seasons with The World Outdoors.

### *Schedule*

Our trips are five to eight days in length, and a normal schedule for a full-time guide is 2 - 4 weeks a month on tour with a bit of time off between trips. First year guides can expect to work as few as six trips and as many as 12 from late May/early June through September. Part-Time guides should be willing to pick up a week or two of trips here and there throughout the season during our busy periods or in emergency situations.

### *Living Arrangements*

Because all trips originate from Boulder, Colorado, guides are expected to reside in the greater Boulder area during the guiding season. Some guides choose to share living accommodations; others stay with friends when they are off between trips. We also have a loft in the office complete with futon and a TV/VCR. A shower is also available at the office and guides are welcome to reside here during time off between trips.

### *Guide Equipment*

Guides provide their own mountain bike, helmet, personal first-aid kit, bike repair kit, daypack and other personal gear. First-Aid, bike, and other supplies used in the field while on a trip can be replaced using The World Outdoors' supplies. The World Outdoors currently has several pro-purchase arrangements with name brand manufacturers of outdoor gear, and with the majority of them our guide staff is eligible to purchase gear at substantial discounts (usually 40% off retail). We provide an in-depth guide training session in the spring each year that will go into this information if further detail.

### Guide Responsibilities & Wages

We provide employees with opportunities for personal and professional growth and pay our employees fairly in wages and fringe benefits. As part of guide responsibilities, The World Outdoors asks that guides occasionally contribute in other areas of operations including sales and marketing, bike mechanics, transportation and equipment maintenance, trip programming, and itinerary review an improvement. Guides are encouraged to constantly give feedback on how we can make the trips run better, improve the field operations, and generally make The World Outdoors a better organization and a better place to work. Furthermore, guides are expected to take a pro-active approach to identifying, preventing, and solving problems, and are accountable for their own equipment and decision-making.

The beginning pay for guide positions at The World Outdoors is \$75 per day, with senior guides making upwards of \$100 per day. Both lodging and meals are included as a benefit during tours, miles on personal vehicles are reimbursed, pro-purchase deals are available, and tips from guests can be expected to range from \$300-\$900 per trip per guide. Though room and board is provided for guides during trips, all World Outdoors staff are expected to find their own living arrangements during the season when between trips.

## **THE WORLD OUTDOORS - MISSION STATEMENT**

**Our Mission:** to provide high quality outdoor adventures based on personal service, guest safety, professional leadership and consistently high performance and value. Our wish is to share with our guests the magic and beauty of The World Outdoors and to help them better appreciate the wonders of nature. To further our mission we have made the strongest commitment to the following goals and objectives:

### **To set a new standard of service by surpassing our guest's expectations while maintaining our personal touch**

- By maintaining a high level of safety in our activities and encouraging a safety awareness in all of our guests
- By being an innovative industry leader
- By providing the highest quality equipment for all of our adventures
- By providing a range of clean, comfortable accommodations
- By serving food that is satisfying, healthful and delicious
- By working with all types of people in a positive atmosphere and providing them with an enjoyable, educational, and comfortable experience
- By fostering in all staff an attitude emphasizing helpfulness, personal attention, and flexibility to our guests as well as other users of the natural resources in the Rocky Mountains, Canyonlands, and Southwestern United States in which we operate

### **To provide the highest quality of life for our staff**

- By maintaining a high level of safety in our activities and encouraging a safety awareness in all our employees
- By operating all programs in a manner that encourages staff involvement and pride in The World Outdoors
- By operating under a system of self-managing teams as well as traditional organizational systems that focus on continuous improvement, and timely constructive feedback
- By enriching our community through mutual endeavor, trust and understanding, and open and effective communication
- By providing a natural life-style complemented by paying staff fairly in wages and benefits and to link pay with profitability
- By providing staff with opportunities for personal and professional growth and to achieve personal satisfaction in the work place

- By using our resources to foster off-season opportunities and year 'round employment

**To contribute actively to the environment and larger community**

- By committing ourselves to the conservation and enhancement of quality outdoor experiences on America's lands and waters
- By providing an enjoyable experience with a low impact focus and fostering an environmental awareness in our guests

**To earn enough profit to accomplish our goals and objectives and to increase the value of The World Outdoors**

**THE WORLD OUTDOORS - COMPANY PHILOSOPHY & VALUES**

The overall goal of the company is to fulfill the points listed in our Mission Statement

- **Surpassing our guest's expectations.**
- **Providing the highest quality of life for our staff.**
- **Contributing to the environment and the community.**
- **To operate profitably and with increased growth & value.**

Our commitment to those that work with us in The World Outdoors is paramount and is the foundation for what we consider a "successful company." The growth of the company is directly related to the growth of our staff; the company can not continue to be innovative and grow if its employees are not innovative and are not continually improving and expanding their skills and value.

Some of the values that we are committed to in The World Outdoors include:

- **Team focus/teamwork**  
The whole is always greater than its parts. Each of us forms a valuable part of an effective team; it is only through this teamwork that The World Outdoors can continue to grow
- **Open communication**  
Communication can not be stressed enough. It is each employee's responsibility to voice their opinions and contribute to the direction of the company. Listening is also part of effective communication. Every idea and all feedback should be given and received with openness.
- **Self Improvement & Continued Training**  
As stated above, each individual in The World Outdoors must continue to improve and grow. The World Outdoors is committed to supporting individual growth and will make available training that is necessary for this growth. Cross training is emphasized and we encourage each individual to help train others in areas that they have a particular expertise.
- **Enjoyable lifestyle within The World Outdoors.**  
Working with The World Outdoors should be a fun and fulfilling experience; one which supports what you are truly about in life. Our goal is for personal and professional growth to be unified within The World Outdoors.
- **Integrity**  
Without individual integrity we will not be able to accomplish any of the above points. We must be true to our word and our commitments.
- **Exceptional service to our guests**
- **Accessibility to others in The World Outdoors.**  
We must help support the other members of The World Outdoors staff. We must be accessible to those that we direct as well as those that direct us. As the effectiveness, growth and happiness of our staff is paramount, we must remember to be available to those around us.