



Schedule B
(updated October 10, 2022)

Job Descriptions-Guide and Outfitter I-VII

A seasonal, full-time position with Coastal Bliss Adventures Ltd. will include a number of different duties and responsibilities. Your position as **Guide and Outfitter I, II, III, IV, V, VI, or VII (GO-I through GO-VII)**, may include jobs and tasks listed that are part of a level below your position and qualifications. With the completion of further certifications, you may be promoted. If you are not qualified for a specific responsibility, you will not be given that responsibility. For each job or responsibility, a brief description of the duties are given below, along with the qualification requirements. Any Guide and Outfitter position may have all levels of responsibility from the level given and below. All Guide and Outfitter positions are expected to train and onboard new Guide and Outfitters.

Guide and Outfitter I

Kayak Dock Attendant (GOI)

Requires:

- 16-hour first aid certification
- Preferable: Restricted Operator Certificate (Maritime) for VHF radio
- Current Staff Training

Sell rentals and tours to the public, prepare boats and gear for rentals and tours, clean and maintain the dock. You are able to figure out payment technology and use it quickly. You are also able to figure out quick and simple repairs and work-arounds on the fly. You are the on-site base manager for tours on the water and have the ability to make communications decisions to call 911 or a senior manager for assistance. This position is part retail, part customer service, and part administrative. Paid hourly.

Multiday Tour Preparer (GOI)

Requires:

- Food Safe certification
- Current Staff Training

Additionally, may require:

- Class 5 driving license with trailer experience.
- 16-hour first aid certification
- Preferable: Previous food handling experience

Multi-day Tour Preparer: requires specific gear and food that often matches specific dietary requirements. As a preparer, you will clean and set up gear for the guides, prepare some or all the food, ready to be double-checked by the guide to ensure that it meets all dietary requirements. You may also help clean up at the end of a tour, ensuring gear is cleaned and put away properly. Paid hourly.

Kids' Day Camp Assistant Leader-Land portion (GOI)

Requires:

- 16-hour first aid certification



- Current Criminal Record Check for work with at-risk clients
- Useful: Class 4 (commercial driver) license
- Current Staff Training
- Skills with children and youth

Assist the Camp Leader with a group of 8-12 children aged 9 to 12 through land-based activities only from 8:30 am until 3:30 pm for four days. Greet children and parents as they arrive, shepherd the children through the land-based activities to give the children a fun, safe learning experience. You are a quick learner with a sense of risk management and safety, and a sense of fun. You are good with children. Occasional transfers of the group to some activities may be required, so a class 4 (BC commercial driver) license is useful. Paid hourly.

Guide and Outfitter II

Level 1 Sea Kayak and Canoe Tour Guide (GOII)

Requires:

- 16-hour first aid certification
- SKGABC Level 1 Guide Certification
- Restricted Operator Certificate (Maritime) for VHF radio (required for Level 1 guide certification)
- Food Safe Certification
- Current Staff Training

Lead short tours, two to seven hours, in Cowichan Bay, BC. You are able to prepare gear before a tour, introduce beginners to kayaking, plan safe and appropriate routes on the fly to meet a tour group's needs, interpret the bay, estuary, local birds and wildlife, clean up gear afterwards. You are also able to prepare a lunch for clients (no cooking). Paid hourly for the tour time and up to ½ hour of preparation time. (Additional clean up time may be required and will be assigned to a Kayak Dock Attendant to be paid at that rate.)

Hiking Assistant Guide 1 (GOII)

Requires:

- Minimum 40-hour Wilderness First Aid certification
- Wilderness hiking and camping experience and training showing a progression of skills and responsibility
- Food Safe Certification
- Preferable: Current Criminal Record Check for work with at-risk clients
- Preferable: Class 4 (commercial driver) license
- Current Staff Training

You have strong backpacking experience and love the outdoors. You have developed some skill and preferences for backcountry travel and camping. You have a Standard Wilderness First Aid certification (40-hour course). You are willing to pursue a class 4 driving license. Preferably, you have other assistant guiding experience. Food Safe certification is suggested. Paid on a daily rate.

Kids' Day Camp Assistant Leader-Water portion plus (GOII)

Requires:

- 16-hour first aid certification



- SKGABC Level 1 Guide Certification or Paddle Canada Basic Instructor Certification (similar certifications may suffice for qualification)
- Restricted Operator Certificate (Maritime) for VHF radio (required for Level 1 guide certification)
- Current Criminal Record Check for work with at-risk clients
- Useful: Class 4 (commercial driver) license
- Current Staff Training

Assist the Camp Leader with a group of 8-12 children aged 9 to 12 through water and land-based activities from 8:30 am until 3:30 pm for four days. Greet children and parents as they arrive, shepherd the children through the activities to give the children a fun, safe learning experience. You are a quick learner with a sense of risk management and safety, and a sense of fun. You are good with children. Occasional transfers of the group to some activities may be required, so a class 4 (BC commercial driver) license is useful. Paid hourly.

Interpretive Day Guide (Land) (GOII)

Requires:

- Specific skills, training and experience leading interpretive tours
- 16-hour first aid certification
- Class 4 (commercial driver) license
- Preferable: Food Safe certification
- Current Staff Training

You have local knowledge of flora, fauna, history, culture and geology. You enjoy teaching and leading others into the wonders of the world around us. You learn quickly and pick up on details with little effort. You have excellent customer service skills. Day tours may be to experience big trees, sea life in tide pools, or to slow down and take a meditative forest walk on a forest bathing tour. Day tours may require meal planning and preparation, so you have excellent food preparation and presentation skills. Paid hourly.

Birdwatching Guide (Land or Water) (GOII)

Requires:

- Specific skills, training and experience leading interpretive tours
- 16-hour first aid certification
- Class 4 (commercial driver) license
- Preferable: an on-water guide training, either kayak or canoe, equivalent to a SKGABC Level 1 guide and canoeing experience
- Preferable: Food Safe certification
- Current Staff Training

You have local knowledge of flora, fauna, history, culture and geology, and an extensive knowledge of birds and birding. You enjoy teaching and leading others into the wonders of the world around us, and especially have a fascination with birds and bird lore. You learn quickly and pick up on details with little effort. You have excellent customer service skills and basic knowledge of care of electronics and photographic equipment. Day tours may require meal planning and preparation, so you have excellent food preparation and presentation skills. Larger groups may require a big canoe leader training. Paid hourly.



Guide and Outfitter III

Hiking Assistant Guide 2 (GOIII)

Requires:

- Minimum 40-hour Wilderness First Aid certification
- Wilderness hiking and camping experience and training showing a progression of skills and responsibility through at least one season of guiding
- Food Safe Certification
- Preferable: Current Criminal Record Check for work with at-risk clients
- Preferable: Class 4 (commercial driver) license
- Current Staff Training

You have strong backpacking experience and love the outdoors. You have been an assistant guide on some previous commercial trips. You have developed some skill and preferences for backcountry travel and camping. You have a Standard Wilderness First Aid certification (40-hour course). You are willing to pursue a class 4 driving license. Preferably, you have other assistant guiding experience. Food Safe certification is suggested. Paid on a daily rate.

Sea Kayak Assistant Overnight Guide (GOIII)

Requires:

- Minimum 40-hour Wilderness First Aid certification
- SKGABC Assistant Overnight Guide Certification or higher
- Restricted Operator Certificate (Maritime) for VHF radio (required for Level 2 guide certification)
- Food Safe Certification
- Preferable: Class 4 (commercial driver) license
- Preferable: Pleasure Craft Operator Certificate
- Current Staff Training

You have a strong desire to learn and improve your skills on water in self-powered craft and to take others out. You have a developing sense of the water and risks associated with wind, waves, swell, currents and larger vessels. You have developing campcraft and cooking/meal presentation skills, and a growing ability to solve problems on the fly. You have knowledge or desire to learn about the flora, fauna, history and culture of any area you visit. You are always looking for ways to experience new places in a safe and enjoyable way, and to learn more about being in nature in a more mindful way. You don't mind long days and have developing customer care mindset. You are learning leadership styles and techniques and when to apply them. You have a developing attention to detail, and sense of preparation and completion of tours. Assistant Overnight Guides can assist multi-day sea kayak tours in class 1 or 2 waters, and can assist in class 3 waters. Paid on a daily rate.

Kids' Day Camp Leader (GOIII)

Requires:

- 16-hour first aid certification
- SKGABC Level 1 Guide Certification (or higher, AOG preferred) or Paddle Canada Basic Instructor Certification
- At least one season of experience working with children or as an Assistant Leader



- Restricted Operator Certificate (Maritime) for VHF radio (required for Level 1 guide certification)
- Current Criminal Record Check for work with at-risk clients
- Useful: Class 4 (commercial driver) license
- Current Staff Training

Lead a group of 8-12 children aged 9 to 12 through water and land-based activities from 8:30 am until 3:30 pm for four days. Greet children and parents as they arrive, shepherd the children through the activities, supervising and working with an assistant leader, to give the children a safe, fun, learning experience. Strong on risk management and safety, you can still create a fun atmosphere. Occasional transfers of the group to some activities may be required, so a class 4 (BC commercial driver) license is useful. Paid hourly. The Camp Leader is responsible for planning the activities for the entire camp and ensuring that the plan is carried out for the whole camp period. Kids' Day Camp Leaders are expected work closely with, train and mentor Kids' Day Camp Assistant Leaders.

Driver and Client Attendant (GOIII)

Requires:

- 16-hour first aid certification
- Class 4 (commercial driver) license
- an acceptable driving record as shown on your driver's abstract
- Current Criminal Record Check for work with at-risk clients
- Excellent service and care skills
- Current Staff Training

This position is mostly driving tour groups to and from trailheads for multi-day backpacking tours but might also involve picking up someone from a tour that cannot complete the tour. Both require strong customer service skills; however, the incomplete tour pickups require exceptionally empathic skills to work with clients that may be disappointed, ill or in pain. Paid hourly for a single day, paid daily for any overnights required, can be paid for partial days (½ day increments).

Paddle Canada Course Instructor (GOIII)

Requires:

A. *Waterfront/Basic Sea Kayaking, Basic/Advanced Flatwater SUP, Canoe Skills courses (GOIII)*

- Minimum 16-hour first aid certification
- Paddle Canada Instructor Certification for this level/activity
- Current Criminal Record Check for work with at-risk clients
- Preferable: Class 4 (commercial driver) license
- Current Staff Training

Design, prepare and lead/instruct Paddle Canada (PC) courses. You are able to prepare gear, curriculum, assessment and administration for a PC course independently. Before a tour, contact and introduce participants to the course and course plan, plan safe and appropriate routes and instructional sites to meet a group's needs, clean up gear afterwards. Paid hourly based on the course, for the time of the instruction only (preparation time is not included, but is part of your obligation as a PC instructor).



Guide and Outfitter IV

Hiking/Canoeing Apprentice Lead Guide (GOIV)

Requires:

- Specific hiking/backpacking/canoeing/sea kayaking training and certification, which may include:
 - ACMG Hiking Guide certification
 - ACMG Assistant Hiking Guide certification
 - COLT (Canadian Outdoor Leadership Training) or other certification course
 - SKGABC Assistant Overnight Guide Certification or higher
 - RCABC Expedition Leader Certification
 - British Canoeing Canoe Open Water Leader, or equivalent
- Minimum 80-hour Wilderness First Aid certification
- Food Safe Certification
- Commercial guiding or assistant guiding experience showing a progression of skills through at least one season of guiding on multiple multiday trips
- Current Criminal Record Check for work with at-risk clients
- Preferable: Class 4 (commercial driver) license
- Current Staff Training

Most ACMG guide certifications qualify for lead guiding in national parks. Other training programs, such as COLT, also qualify guides to lead. However, these certifications do not give enough experience and breadth of skill to lead completely independently. Specific guiding training covering both soft and hard skills in guiding and backcountry camping are essential, combined with experience backpacking on multi-day trips. You have a keen interest in the outdoors and a strong desire to bring people into wilderness and backcountry experiences. You have knowledge or desire to learn about the flora, fauna, history and culture of any area you visit. You are always looking for ways to experience new places in a safe and enjoyable way, and to learn more about being in nature in a more mindful way. You don't mind long days and have a strong customer care mindset. You are developing the skills to lead using multiple techniques, from command to consensus, with a growing sense of when to apply each. You are developing an attention to detail, from preparing a trip through to cleanup after it is finished. Hiking Apprentice Lead Guides are expected to work closely with Hiking Full Lead Guides, Hiking Assistant Guides and other staff, and to train and mentor staff that are at lower skill levels. Hiking Apprentice Lead Guides are developing the level of responsibility to make sure that tours are prepared well, including food and gear, and the responsibility to ensure all the gear is cleaned and put away, any vehicles are cleaned and put away, at the end of a trip. All lead guides are responsible for submitting receipts for trip expenses. Paid on a daily rate for tours and an hourly rate for preparation and cleanup. Apprentice Lead Guides are still in the learning phase for becoming Full Lead Guides.

Sea Kayak Level 2 Apprentice Lead Guide (GOIV)

Requires:

- Minimum 90-hour Wilderness First Aid certification
- Specific kayaking/canoeing training and certification, which may include:
 - SKGABC Level 2 Guide Certification or higher
 - RCABC Expedition Leader Certification



- British Canoeing Canoe Open Water Leader, or equivalent
- Restricted Operator Certificate (Maritime) for VHF radio (required for Level 2 guide certification)
- Food Safe Certification
- Class 4 (commercial driver) license required
- Preferable: Pleasure Craft Operator Certificate
- Current Staff Training

You have a strong desire to learn and improve your skills on water in self-powered craft and to take others out. You have a developed and proven sense of the water and risks associated with wind, waves, swell, currents and larger vessels. You have developed campcraft and cooking/meal presentation skills, and a growing ability to solve problems on the fly. You have knowledge or desire to learn about the flora, fauna, history and culture of any area you visit. You are always looking for ways to experience new places in a safe and enjoyable way, and to learn more about being in nature in a more mindful way. You don't mind long days and have developing customer care mindset. You are honing leadership styles and techniques and when to apply them. You have a developed attention to detail, and sense of preparation and completion of tours. Level 2 Guides can lead multi-day sea kayak tours in class 1 or 2 waters, and can assist in class 3 waters. Paid on a daily rate for tours and an hourly rate for other activities. Apprentice Lead Guides are still in the learning phase for becoming Full Lead Guides.

Paddle Canada Course Instructor (GOIV)

Requires:

B. Level 1/Level 2 Sea Kayaking Skills, Touring SUP courses (GOIV)

- Minimum 20-hour first aid certification
- Paddle Canada Instructor Certification for this level/activity
- Current Criminal Record Check for work with at-risk clients
- Preferable: Class 4 (commercial driver) license
- Current Staff Training

Guide and Outfitter V

Hiking/Canoeing Full Lead Guide (GOV)

Requires:

- Specific hiking/backpacking training and certification, which may include:
 - ACMG Hiking Guide certification
 - ACMG Assistant Hiking Guide certification
- Specific canoeing training and certification, which may include:
 - COLT (Canadian Outdoor Leadership Training) or other multidiscipline certification course
 - SKGABC Assistant Overnight Guide Certification or higher
 - RCABC Expedition Leader Certification
 - British Canoeing Canoe Open Water Leader, or equivalent
- Minimum 80-hour Wilderness First Aid certification
- Food Safe Certification



- Commercial guiding or assistant guiding experience showing a progression of skills and responsibility over at least two years of guiding, at least one of which have been lead guiding on multiday trips
- Current Criminal Record Check for work with at-risk clients
- Class 4 (commercial driver) license required
- Current Staff Training

Most ACMG guide certifications qualify for lead guiding in national parks. Other training programs, such as COLT, also qualify guides to lead. Specific guiding training covering both soft and hard skills in guiding and backcountry camping are essential, combined with experience backpacking on multi-day trips. You have moved beyond the training mindset and have a fully developed sense of responsible, professional service to clients. You have a keen interest in the outdoors and a strong desire to bring people into wilderness and backcountry experiences. You have knowledge or desire to learn about the flora, fauna, history and culture of any area you visit. You are always looking for ways to experience new places in a safe and enjoyable way, and to learn more about being in nature in a more mindful way. You don't mind long days and have a strong customer care mindset. You can lead using multiple techniques, from command to consensus, with a strong sense of when to apply each. You have a highly developed attention to detail, from preparing a trip through to cleanup after it is finished. Hiking Lead Guides are expected to work closely with Hiking Apprentice and Assistant Guides and other staff, and to train and mentor them. Hiking Lead Guides are responsible to make sure that tours are prepared well, including food and gear, and they are responsible to ensure all the gear is cleaned and put away, any vehicles are cleaned and put away, at the end of a trip. All lead guides are responsible for submitting receipts for trip expenses. Paid on a daily rate for tours and an hourly rate for preparation and cleanup.

Guide and Outfitter VI

Sea Kayak Level 2 Full Lead/Canoe Lead Guide (GOVI)

Requires:

- Minimum 90-hour Wilderness First Aid certification
- Specific kayaking/canoeing training and certification, which may include:
 - SKGABC Level 2 Guide Certification or higher
 - RCABC Expedition Leader Certification
 - British Canoeing Canoe Open Water Leader, or equivalent
- Commercial guiding or assistant guiding experience showing a progression of skills through **at least** two seasons of lead guiding on multiple, multiday trips
- Restricted Operator Certificate (Maritime) for VHF radio (required for Level 2 guide certification)
- Food Safe Certification
- Class 4 (commercial driver) license required
- Preferable: Pleasure Craft Operator Certificate
- Current Staff Training

You have a strong desire to learn and improve your skills on water in self-powered craft and to take others out. You have a developed and proven sense of the water and risks associated with wind, waves, swell, currents and larger vessels. You have developed campcraft and cooking/meal presentation skills, and a growing ability to solve problems on the fly. You have



knowledge or desire to learn about the flora, fauna, history and culture of any area you visit. You are always looking for ways to experience new places in a safe and enjoyable way, and to learn more about being in nature in a more mindful way. You don't mind long days and have developing customer care mindset. You are honing leadership styles and techniques and when to apply them. You have a developed attention to detail, and sense of preparation and completion of tours. Level 2 Guides can lead multi-day sea kayak tours in class 1 or 2 waters, and can assist in class 3 waters. Paid on a daily rate for tours and an hourly rate.

Guide and Outfitter VII

Sea Kayak Level 3 Guide/Canoe Full Lead Guide (GOVII)

Requires:

- Minimum 90-hour Wilderness First Aid certification
- Specific kayaking/canoeing training and certification, which may include:
 - SKGABC Level 3 Guide Certification or higher
 - RCABC Expedition Leader Certification and at least two years' experience leading moving water, multiday tours (50 overnight guiding days)
 - British Canoeing Advanced Open Water Canoe Leader, or equivalent
- Restricted Operator Certificate (Maritime) for VHF radio (required for Level 2/3 guide certification)
- Food Safe Certification
- Class 4 (commercial driver) license required
- Preferable: Pleasure Craft Operator Certificate
- Current Staff Training

You have a strong desire to learn and improve your skills on water in self-powered craft and to take others out, and to teach others. You have a developed and proven sense of the water and risks associated with wind, waves, swell, surf, currents and larger vessels. You have developed campcraft and cooking/meal presentation skills, and a proven ability to solve problems on the fly. You have knowledge or desire to learn about the flora, fauna, history and culture of any area you visit. You are always looking for ways to experience new places in a safe and enjoyable way, and to learn more about being in nature in a more mindful way. You don't mind long days and have developing customer care mindset. You are honing leadership styles and techniques and when to apply them. You have a developed attention to detail, and sense of preparation and completion of tours. Level 3 Guides can lead multi-day sea kayak tours in class 1, 2, or 3 waters, and can assist in class 4 waters. Paid on a daily rate.

Paddle Canada Course Instructor (GOVII)

Requires:

C. Instructor Trainer courses (GOVII)

- Paddle Canada Instructor Certification for this level/activity
- All other requirements depend on location of instruction and conditions
- Current Criminal Record Check for work with at-risk clients
- Current Staff Training



Training Wage

Regardless of the Guide and Outfitter level, participation in a company sponsored training or certification, such as a Paddle Canada certification course, an SKGABC guide certification course, a first aid course, etc., the wage paid while participating will be at the current provincial minimum wage for BC. Staff participating in company staff training will be paid at their GO pay rate. GOIV and GOV guides are expected to lead sessions in company training.



Schedule C
(updated October 10, 2022)

Pay rates increase with responsibility and required qualifications, not with employment time and seniority. These pay rates are reviewed each year. Coastal Bliss tries to adjust pay rates each season to alleviate annual inflation rates. Coastal Bliss pays the following rates for 2023 (subject to change without notice on this website due to economic conditions and costs):

GO-I

Kayak Dock Attendant.....	\$ 16.50 per hour
Kids' Day Camp Assistant Leader (Land portion).....	\$ 16.50 per hour
Multiday Tour Preparer.....	\$ 16.50 per hour

GO-II

Level 1 Sea Kayak and Canoe Tour Guide.....	\$ 17.50 per hour
Kids' Day Camp Assistant Leader (Water portion +).....	\$ 17.50 per hour
Interpretive Day Guide (Land)	\$ 17.50 per hour
Birdwatching Guide (Land or Water)	\$ 17.50 per hour
Hiking Assistant Guide 1.....	\$ 180.00 per day/\$17.50 per hour

GO-III

Driver and Client Attendant.....	\$ 200.00 per day/\$ 19.50 per hour
Kids' Day Camp Leader.....	\$ 19.50 per hour
Area Manager (Dock, Operations, etc.).....	\$19.50 per hour
Hiking Assistant Guide 2.....	\$ 200.00 per day/\$19.50 per hour
Sea Kayak Assistant Overnight Guide.....	\$200.00 per day/19.50 per hour

GO-IV

Hiking/Canoeing Apprentice Lead Guide*	\$ 250.00* per day/\$20.00 per hour
Sea Kayak Level 2 Apprentice Lead Guide*	\$ 250.00* per day/\$20.00 per hour
Apprentice Lead Guide Driver Supplement*.....	\$ 10.00* per day

*An Apprentice Lead Guide that has not met the experience requirement, but has a Class 4 driving license will receive a daily rate of \$260.00 per day.

GO-V

Hiking Full Lead Guide.....	\$ 280.00 per day/\$21.50 per hour
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GO-VI

Sea Kayak Level 2/Full Lead/Canoe Lead Guide.....\$ 300.00 per day/\$22.00 per hour

GO-VII

Sea Kayak Level 3/Canoe Lead Guide.....\$ 325.00 per day/\$22.50 per hour

Employees on a career path or with a commitment for several seasons work for Coastal Bliss Adventures may have certain career advancement training or certification courses paid for over time, such as an ACMG certification. A typical arrangement will be for one-third cost of a course to be reimbursed at the end of a season in which the certification was required and used for specific responsibilities, one-third of the cost reimbursed at the end of the second season of successful employment, and the final third reimbursed at the end of the third season of successful employment. This benefit must be agreed to by a company director. For these career advancement courses, no training wage will be paid.

Coastal Bliss often sponsors its employees for training courses to meet minimum job requirements, such as SKGABC Level 1 or AOG courses, or Paddle Canada courses. For these job-required courses the training wage will be the current minimum wage of the province of British Columbia.