



### **Tour Leading for Journey Latin America**

As a Tour Leader you will ensure that clients on our Escorted Group tours have a stimulating and enjoyable visit to Latin America. You will see that the itinerary runs as smoothly as possible with client safety being given the highest priority at all times.

Clients choose a trip for the itinerary, but what makes it unique is the tour leader. The tour leader's enthusiasm, knowledge and commitment are consistently singled out as the factors contributing most to the success of the trip. Our leaders are not conventional couriers, but actually lead the trip and we look for a temperament which is likely to help the group gel. Tour leading is a 24-hour a day job, not a holiday. We demand much of our tour leaders, and it's a job they enjoy doing.

#### **What does the job involve?**

There are three main roles of a JLA Tour Leader; operational, social and informative.

##### **Operational:**

- Setting and maintaining schedules
- Managing airport arrivals and departures
- Buying tickets for/ reconfirming local bus and train departures
- Liaising with our Latin American suppliers
- Interpreting and translating
- Dealing with emergency situations
- Paying authorised expenses for the group and keeping accounts
- Carry out hotel inspections
- Researching new restaurants, museums and activities

##### **Social:**

- Group management
- Organising activities beyond the itinerary and according to client interests
- Responding to individual needs and concerns

##### **Informative:**

- Keeping group informed on current events and political situations
- Sharing knowledge of local culture and historical events with group
- Providing information on places visited, acting as a guide in some cities and providing informative walking tours
- Providing the group with daily schedule briefings

### **Who are we looking for?**

The requirements for this work are:

- A desire to work with people and excellent people skills
- Proven or potential ability to deal with groups confidently
- A diplomatic temperament
- Good organizational skills
- Fluent Spanish and/or Portuguese
- Good + recent ground knowledge of at least 5 core Latin American countries based on personal travel to those countries.
- For 2010 recruitment applicants must have ground knowledge of Patagonia and/or Peru + Bolivia or Central America.
- A professional attitude to the execution of the tasks in hand
- A sense of fun
- Available to work for a minimum of 18 months, including Christmas, New Year and Summer.

### **What are the benefits?**

- You will be fully trained by Journey Latin America staff who are also experienced Tour Leaders. Tour Leaders have access to detailed information dossiers and operational guides whilst on tour.
- Tour Leaders work on a freelance basis and are paid a Tour Leading fee per trip. In addition to this, living expenses are covered during a tour. Work is available for a total of around six months per year, though the greater your ground knowledge and willingness to adapt to last minute changes the more work will be available.
- We encourage and help tour leaders to visit new places between trips.
- You are covered by a comprehensive insurance policy whilst on tour.

### **Journey Latin America:**

JLA has been running Escorted Group tours in Latin America since 1980. We enjoy an excellent reputation, and the wealth of expertise gained by our staff in the field over the last 30 years is unrivalled in the industry.

For Tour Leaders, this means the security of working with the best and most experienced in the business, and the knowledge that full support is always on hand.