

Whaler's Cove Lodge

Sport Fishing Charter Captain & Guide Job Description



Title: **Guide – 2023 Season**
Department(s): **Guiding Department**
Reports to: **Manager of Marine Operations**

Job summary

Fishing and adventure guiding which will include:

Fresh water vessels and occasional fly out operations (up to 6 guests) including salt water boat transfers to intertidal salt/fresh water fishing opportunities. Use of kayaks, canoes and inflatable whitewater rafts, outboard powered (prop and jet) boats and skiffs. Safe use of firearms and a professional knowledge of both **spin cast** and **fly-fishing** techniques is **required**.

Salt water vessel operations (up to 6 guests) including fishing for salmon, halibut, gray cod, ling cod, black cod (sablefish) and 30 species of rock fish. **Demonstrable knowledge** of small **boat operation** (Diesel Inboard and single & twin Gas Outboard up to 35' in length), including close quarter handling, anchoring (shore and deep water) and maintenance/cleaning is **required**.

Wildlife viewing and photography excursions (up to 6 guests) which may include Alaskan brown bears, eagles, humpback and killer whales, and other local wildlife are often requested by guests. **A working knowledge of coastal mammals, birds and fish is required.**

Daily checks and minor maintenance of all equipment related to guiding. This includes, but is not limited to, all fishing gear (rods/reels/down-riggers), fishing tackle, safety equipment, firearms, and vessels.

Ensuring all state and federal fishing and guiding regulations are strictly adhered to. Whaler's Cove Lodge has a zero tolerance for fishing regulation infractions by staff or guests. This includes fish species identification, measurement, and species retention and release techniques.

All guides are responsible for ensuring quality control (bleeding and icing) of retained fish onboard vessel or during the guided trip.

All guides must be willing to acquire local knowledge of cultures, waters, tides (up to 25' vertical swing in 6 hours), fishing areas, wildlife viewing areas, and geographical landmarks. We do not expect applicants to know our area, but it is expected that the guide will be able to learn and retain this knowledge. All guides must be able demonstrate safe operation of equipment and sufficient skills before hosting clients solo.

Summary of Essential Job Functions

Guides need to be prepared to put in long days (10-12 hours).

Guide Experience - Whaler's Cove Lodge fishes a 750 square mile salt water area and over 50 fresh water systems and lakes. Because of the tremendous variety of water and 40 different species of sport fish, there will

naturally be a learning curve. Guides will go through extensive training and area orientations throughout their first years. However, all guides must possess first-hand knowledge of a wide range of gear usage. This includes fly fishing. If you have never thrown a fly and cannot instruct someone on how to fly fish, please do not apply!

We are looking for fishing guides who have past guiding with extensive boating experience, as well as a well-rounded fishing knowledge including terminal tackle. Our guides must be congenial and friendly people with a positive outlook and a willingness to learn everything from fishing techniques to local history and culture. **More importantly, we will only consider guides that have as much experience as a naturalist (on land) as they do on the water.**

Dates of Employment - Be available for the **entire season** from approximately June through mid-September.

Professionalism - We require our guides to present themselves in a professional manner at all times. We **always** have guests at the lodge (from June into September, 24 hours a day, 7 days a week) with turnover days on Saturdays (every week) and Tuesdays or Wednesdays (alternating every other week). Our guides will be guiding almost every day for 12 weeks straight. Because of our remote location, it is very difficult to replace any of our crew. We expect a commitment from our guides to stay the entire season or agreed upon length of contract. It is important that our applicants understand the operation and what responsibilities will be required of them.

Attitude - Our guides have a position with very high guest exposure. It is important that our personnel enjoy people and enjoy showing the guests a good time. The ultra-outdoorsman or the mountain man attitude is *not* what we are looking for. We *are* looking for guides who can share knowledge in a positive format of encouragement. We require our team to have a positive attitude, show extraordinary manners, and be courteous at all times.

Confidentiality of Tips – Our guides are (without exception) our highest paid positions. With tips, our guides make double what other support positions do. The amount you receive in tips is between you and your employer. Any sharing of this information with other guides will create a culture of tip expectation that will filter through to other staff and even worse our guests. Know that your tips are a reflection of your work with WCL guests, and the ability and preference of a guest to provide a tip. TIPS are a gift; not a right. ANY compensations issues are only to be discussed with your department manager in a private setting. Tips collected by the company on your behalf will be processed and distributed with your paycheck. Paychecks and tips are paid out every two weeks. Please note that tips paid to the company by guests using credit cards may cause delays in processing.

Guiding is not fishing! - It is important to remember that guiding is not only the act of helping clients to catch fish, but more importantly, *guiding is a service industry*. Our guides are required to be helpful, kind, and sincere towards Whaler's Cove Lodge guests. Even though all of our captains share a passion for fishing, that does not necessarily make one an excellent guide. A skilled guide is one who is able to communicate with their clients, thereby passing on their knowledge and skill, while ensuring a safe experience. Our guides *never* fish while guiding. Oftentimes, a great client day is not measured in fish caught, but knowledge gained, experiences shared, and memories created. Please understand that a day of guiding might not include any fishing! **We are looking for outdoor enthusiasts and naturalists as much as we are "fishing" guides.**

Daily Schedule & Routine

Breakfast is served at 7:00 am each morning. Our crew is expected to be at breakfast on time. The guides should prepare for the day's activities before breakfast, so that when breakfast is finished they are ready and available to help out with the guests, gear, boats, etc. A lunch bar is provided during breakfast (for guests and staff). Guides are to make their personal lunches for the day. Additionally, guides are to keep a selection of soft drinks and water

aboard their vessels (on ice) for guest use. Each boat is equipped with specific coolers for fish and soft drinks & guests personal beverages. Ice is available on the dock each morning or can be found in the ice machines located on the south end of the main lodge building. Guides are responsible for ensuring that every aspect of their vessel and gear are ready for each day's activity; whether it be salt water fishing, fresh water fishing, wildlife viewing, or eco touring.

Vessels are typically away from our dock by 8:00 am each morning (except turnover days). Newly arriving guests (on turnover days) are typically ready to depart the dock by 8:30 am to 10:30 am.

All guest turnovers happen first thing in the morning with outbound guests leaving on the same aircraft or ferry that the inbound guests arrive on. Whaler's Cove Lodge operates continuously and uninterrupted (24/7) from opening day until the last guests depart.

During the day, our guides are responsible for all aspects of our guest adventure. This includes all safety aspects, guiding for fishing, education of fishing techniques, wildlife viewing, wildlife education, sharing local history and culture, situational awareness of weather conditions, wildlife and equipment, and adhering to state and federal rules and regulations (See **Fishing & Guiding Regulations** below).

All fish retained on board a guided vessel are to be bled immediately upon landing and put on ice. Fish are to be marked for individual guest tracking before being stored in fish coolers. Vessels and equipment are to be kept as clean and slime/blood free as possible throughout the day.

Any and all mechanical issues with vessels are to be reported to the lodge shop (via VHF) immediately upon discovery. This enables the shop staff to prepare for mechanical repairs. All of our vessels are booked every day with few exceptions. It is EXTREMELY important that our guides know their equipment and stay on top of maintenance.

Each guided salt water excursion boat returns to the lodge with guests between 4:30 pm and 5:00 pm. Guided vessels returning from fresh water trips are to be back to the dock by 6:00 pm. (Freshwater trips and eco/photography tours do not impact the fish processing plant to the extent that salt water trips do. Additionally, fresh water trips have more travel time each day and less time on the water (fishing) for guests.)

When boats return to the lodge in the evenings, guests and fish are to be unloaded, fish processing forms completed per guest specifications, vessels are to be thoroughly cleaned (interior and external, including heads), tackle and fishing gear maintenance, boating gear maintenance, vessel maintenance checks are to be performed after each guided day (by captains) so that there are no surprises the next morning. Our mechanical and support staff are willing to work all night if need be to perform necessary repairs to ensure that our fleet is in shape for each days' uses. Our mechanics and related support staff are not available early in the morning to handle repairs that should have been known the day or night before.

Dinner is served to the guests and the crew at 7:00 pm and is over usually by 8:30 pm. If circumstances prevent any staff from being able to attend dinner, our chefs and kitchen staff can plate and hold dinner with notice. Live on-site guides are encouraged to enjoy dinner *with* guests. This adds to our guests experience AND enables guides to participate in the evening presentations. The dinner and evening presentation is the focal point of the day. Awards are given each night to guests who chronicle their experiences with the group and for notable catches. We encourage guides and captains to take turns presenting the guest fish "stories".

Fishing & boat assignments are plotted out for the season by the Guest Services Manager. These are never “etched in stone” and can be changed depending on a guest’s needs, equipment availability, mechanical breakdowns, severe weather and a whole range of circumstances. The following days activities and assignments are firmed up each night with the guests around dinner (by Guides working with Guides and Guest Services Manager). Daily activities and boat assignments are posted each night, generally by 8:00 pm in the main lodge and in the fish processing plant on the dock.

Guide Communication – Our guides are expected to work as a team to ensure the success of every group at Whaler’s Cove Lodge. Daily (even hourly) communication amongst the guides is *critical* and *required*. During each day we expect our guides to be openly sharing information about their catches, and general impressions of fishing, tides & currents, and weather conditions with fellow guides from the Lodge. This is generally done openly over the radio (VHF channel 10). Under no circumstances are guides to be secretive of “fishing holes”. Use of cell phones (and texting) or non-WCL issued radios between a few guides is not allowed. We work as a team and succeed ONLY as a team.

Guiding of Self-Guided Guests - Under no circumstance is a guide to give fishing advice to self-guided anglers while those guests are actively “self-guided”. This means you cannot give them waypoints or even talk to them regarding fishing techniques and areas. Per state and federal regulations, this is deemed as a “guiding activity”. Furthermore it has been determined that a guide does not need to be aboard a vessel with guests to be officially “guiding” in the eyes of the law. I.E. - A simple tip about halibut fishing in the morning while standing on the dock would make that day a “guided” halibut day and they would have to abide by the one fish per day limit and reverse slot limit as if a guide were aboard. All self-guided guests are coached to spend time on fully guided trip prior to trying the self-guided option. The idea is that they learn from a guide while on a fully paid guided trip before venturing out on their own. Whaler’s Cove Lodge Guides are encouraged to share information about weather, tides, and any safety or environmental issue with self-guiders, as per Maritime Etiquette.

Guide Awareness, Safety & Medical Assistance – Our guides are our eyes and ears on the water. Guides are expected to keep tabs on other vessels from the lodge, including self-guided boats. At times our guides act as radio relay stations if a boat is trying to contact the lodge and is out of VHF range. Guided vessels are required to lend assistance to vessels in emergency situations where life or property is in danger, as per Maritime Etiquette.

Guides are responsible for ensuring compliance and maintaining all safety gear onboard their assigned vessels. This includes but is not limited to; emergency signal kits, flotation aids, first aid kits, fire extinguishers, and radios, while ensuring operation prior to leaving the dock. Operating in the Alaskan environment is inherently dangerous and our guides are required to be aware and responsive to any potentially dangerous situation that may arise.

If a situation arises that requires medical attention, guides are to contact the lodge immediately and render any assistance possible. In addition to all Guides having First/Air CPR certifications and are first responders and the community of Angoon has a medical clinic with emergency staff available. Regional scheduled sea plane service or charters may be available to transport patients to adequate medical care facilities in Juneau or Sitka (this is a minimum 40 minute transport after take-off). In addition the U.S.C.G. Air Station in Sitka has the capability to medevac serious injuries, with a minimum response time of 45 minutes. In any case, the lodge management is to be contacted immediately to ensure a coordinated and timely response.

Guide Meetings – Whaler’s Cove Lodge facilitates a weekly guide meeting each week. The time and place of these meetings is established at the beginning of the season. Guides are required to attend these meetings. Topics of the meetings vary depending on the week. Generally each meeting will cover: the coming weeks guest needs;

guest numbers per boat and guest preferences communicated at time of booking; fishing techniques or tackle patterns; fish handling; fish release techniques; upcoming tides and ideas for fishing the coming week; fishing areas; weather expectations; local hazards to navigation; whale sightings and feeding areas to be aware of; current guest issues; recap of the prior week fishing; emergency orders as issued by the Alaska Department of Fish & Game; and any changes of fishing or guiding regulations. Most importantly the guide meeting is a round table discussion where ideas can be fielded to enhance our guest's experiences. The guide meeting is not the venue for personnel issues or gripes. It is intended to be a productive and positive meeting to ensure communication amongst the guide group and lodge management.

Fishing & Guiding Regulations - The guides are responsible for ensuring that all fishing and guiding regulations are adhered to without exception. Whaler's Cove Lodge will not pay any fine associated with a guide not adhering to the various established rules and regulations regarding fishing AND guiding. **To be clear; guides are responsible for paying fines and possible court fees if any violations are cited against themselves or guests onboard at any time of the day**. Our guests may or may not know the rules and justifiably rely on our *experts (guides)* to know the rules. Under no circumstance will a guide or deck hand fish or retain a personal limit while guiding guests. It is the guide's responsibility to stay current with yearly regulations and emergency orders regarding any and all aspects of guiding in Alaska. All required documentation is to be maintained and be immediately accessible for management or law enforcement inspection.

Equipment - We operate numerous vessels from 12' to 38'. This includes diesel powered salt water guide boats, 13'-18', 22'-24' & 26'-32' aluminum outboard powered boats, outboard powered prop and jet skiffs, Cat-Rafts for fresh water floats, kayaks, and canoes. Our guides will be operating a boat every day. Knowledge of paddle-sports (rafts & kayaks) is required. *Boating safety, awareness, and handling is an every-minute of every-day responsibility.*

Guides are responsible for maintaining all gear assigned to their vessel. This includes all safety equipment (emergency signal kits, floatation aids, first aid kits, etc.), rinsing the rods & reels daily (fresh water), rinsing & cleaning of gear, ensuring guest gear is returned to appropriate locations, weekly lubrication of reels, line replacement and tackle rigging. All boat, fishing equipment, and guest gear is supplied by Whaler's Cove Lodge.

Guides are responsible for supplying all personal gear: waders, boots, rain gear, gloves, knives, multi-tools, personal first aid kit, etc.

Vessel & Gear Cleaning

Whaler's Cove Lodge takes cleanliness of its kitchen, guest housing, public spaces, staff rooms and all vessels extremely seriously.

Guides are responsible for the cleanliness of the vessels. Complete scrub downs of vessel are required daily (at end of day, not at the beginning!) Bait is to be kept in sealed containers (salted) or frozen for next days use. The bait bucket left on the boat will result in a cleaning and cleaning fee to be assessed.

Vessel interiors are always to be kept clean and free of odors. Vessel heads are to be cleaned and sanitized at the end each day of vessel use.

Spot inspections by company management happen on every vessel. If cleaning deficiencies are found, then the employee shall clean the vessel to standards or will be charged back a cleaning fee to cover another company employee having to do your job for you.

Guest complaints of vessel cleanliness shall result in cleaning fees to be assessed for every day the clients were onboard. These fees are more extensive as a more thorough cleaning then happens by another employee and the guests are refunded on a daily basis for our inability to meet their expectations.

All gear is to be kept clean and salt free. All reels are to be rinsed in fresh water daily (rinse tub provided on dock).

Cleaning Fees are established each year based on costs and are included in the job offer.

Job Requirements

Guides are required to have an applicable **U.S. Coast Guard Merchant Mariner Credential**. A U.S. Coast Guard Operator of Uninspected Passenger Vessels (OUPV) License with Near Coastal endorsement is a **minimum requirement**.

Guides are required to have a current American Red Cross (or equivalent) **First Aid** and **CPR** card.

Guides are required to have a current **Transportation Workers Identification Card (TWIC)**, or have had one in the past (OUPV reduced requirement)

Guides must purchase a State of **Alaska Sport Fishing License** with King Salmon stamp **prior to April 1, 2023**

Guides must purchase a State of **Alaska Guides License** **prior to April 1, 2023**

Guides must have good communication skills, sound work ethics, be service oriented, self-motivated, and make every effort to work with the entire team of Whaler's Cove Lodge.

Guides are required to sign a **Media Release** form for all forms of media including but not limited to: photography, videography, and audio recordings for internet use, print media, radio, or television show. The Media Release form is provided by Whaler's Cove Lodge at time of hiring.

Guides must be healthy, physically fit, maintain a clean appearance, **drug-free** (pre-employment drug testing and random seasonal drug testing is required by U.S.C.G. regulations), and preferably be a **non-smoker**. Alcohol is not permitted to be consumed prior to or while working. Guides will be required to complete a health questionnaire upon hiring and during an exit interview.

The ability to lift 50 lbs. and be free of any mobility limitations is required to perform the duties of this job.

It is preferred if the Guide possesses a well-rounded knowledge of fresh water fishing techniques; both fly and spin cast fishing.

Guides must be outdoor and nature enthusiasts. If all of your past guiding has been on the deck of a charter boat, please do not apply.

Guides must have a working knowledge of professional boat handling and awareness in near coastal waters (up to 100 miles offshore)

Employees of Whaler's Cove Lodge are to abide by the most current version of the Employee Handbook (provided at time of hiring). The duties and policies described in this job description are in addition to, and an integral part of, the employee policies set forth in the Employee Handbook.

Required Experience

Alaskan guiding experience is preferred with a sound working knowledge of vessels (both salt and fresh water), minor mechanical maintenance, vessel and guest safety equipment maintenance, vessel electronics (GPS, fish-finder, VHF, Radar), firearm familiarity and safety, fishing, fishing terminal tackle, angling methods, techniques and skills. Salt water fishing (salmon and bottom fishing), fresh water fly fishing or spin fishing knowledge is required.

We prefer the following minimum experience:

- Salt water fishing in Alaskan waters – 5 years
- Fly fishing – 5 to 10 years
- Outdoor guiding (not boat based) – 2 to 5 years

Compensation

Starting Salary: \$175-350 per day for guiding, Depending On Experience. Training and orientation days or days on land getting vessel commissioned or decommissioned are paid at \$150 per day. Guide fishing for personal catch is unpaid day. 2023 is fully booked; each guide is guaranteed 82 days of guiding for the season, plus two weeks prior and one week after for set up and close up.

Tips: Our guests stay for 3 to 8 days, and may tip their captains directly or specify tip allocation at checkout. Captains are not included in the general staff tip pool. A quality captain, guide and fisherman could expect \$50 to \$100+ per day in tips (or more if you provide amazing experiences to our clients!).

Transportation: Transportation is provided from Juneau, to Whaler's Cove Lodge and back to Juneau upon a successful (complete) season. Guides must arrange and pay for travel to/from Juneau to/from their home.

Room & Board: Provided by Whaler's Cove Lodge.

Accommodations: While at the lodge, the guides/crew will be housed in private rooms with shared bath facilities. Self-service laundry facilities (including detergent) are provided for the crew along with bedding and towels.

Meals: Our staff enjoys hearty meals served in the dining room. Lunches are self-packed in the morning before the day's outing. Some of our guides will be asked to dine in the main dining room with the guests a night or two each week.

Personal Items: Other than getting to Juneau, Alaska, your only living expenses while at the lodge will be personal items: i.e. toiletries, medicines, etc. You are responsible for providing your own professional foul weather gear, etc.

Together, the Job Description and Employee Handbook constitute the expectations of our guides and are considered a mutual agreement between employee and the lodge.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Whaler’s Cove Lodge is a permit holder in the Tongass National Forest and Admiralty Island National Monument.

Name: _____

Address: _____

Address Line 2: _____

City: _____ **State:** _____ **ZIP:** _____

Signature: _____ **Date:** _____

Department Manager Signature: _____ **Date:** _____

HR use only	
WC code	7090
AK Occupational Code	98-53-5021
Generic title	USCG Guide
Pay grade	\$ per day
Management? (Yes/No)	
E/NE status	