

# EARTH EXPLORE Travel Manager Application 2009

To apply for an Earth Explore Adventures Travel Manager position, complete this application and fax or mail to the address below. Application can also be made online at [www.earthexplore.com](http://www.earthexplore.com). Positions are filled on a space available basis. Earth Explore Adventures, 4831 Lucy Ct., Santa Rosa, CA 95405-7461 FAX 707.538-7438

## Travel Manager Information

Program Choice (Hawaii, Alaska, Italy, California, Rockies)		T-shirt size (S,M,L,XL)		Date of application	
First Name		Last Name		Preferred Name	
Home Phone		Cell Phone		Email	
Married?		Spouse		SSN	
Emergency Contact Name		Emergency Contact Phone			

## School Information

School		Subjects			
Address		Current major			
City, State, Zip		Year		School year ends	
				US Citizen?	

## About you

Where have you traveled?	
Describe your guiding or other experiences in an outdoor setting.	
Experiences working with children	
Why would you make a great Earth Explore Travel Manager?	
Other summer commitments?	
Like to recommend a friend?	

Yes, I'd like to take part!

I have read and agree to the responsibilities described in the Travel Manager position description included with this application. I understand that I must be willing to accept any scheduled departure date following school closure in my area, as assigned by Earth Explore.

Fax the completed application. You will receive a phone call from an Earth Explore representative to discuss your background and educational interests.

Signature \_\_\_\_\_

For Administrative Use Only	
Accepted: _____	Date: _____
TM File # _____	Itinerary: _____
Area: (county/state) _____	
Group #: _____	Placement: 1 2 3 4

# EARTH EXPLORE



# Travel Manager Position Description

## Term of Assignment

1 to 3 weeks depending upon qualifications, availability and program needs  
Assignment will fall between June 15 and July 14

## Description of position

The successful applicants will be assigned as Travel Managers on an outdoor educational travel program for young people. Groups of approximately 20-32 students, 3-4 Educator/Leaders and one Travel Manger will travel together for 8 days, visiting a variety of spectacular sites where students and leaders engage in hands-on learning and adventure activities with field experts. Students have the opportunity to earn academic credit through the program. The Travel Manager and Educator/Leaders will work together as a team at all times, but have slightly different responsibilities. Educator/Leaders are local teachers who travel with the students from their home, with the primary responsibility for enhancing each student's enjoyment, ensuring safety at all times, and contributing to a rewarding educational experience. Specifically, Educator/Leaders are primarily in charge of supervising, maintaining student well-being, contact with parents, and discipline issues.

Using timetables and logistical materials provided by Earth Explore, the Travel Manager will oversee on-site travel logistics in coordination with the motorcoach driver, including hotel check-in and check-out, contact upon arrival at various venues and maintaining adherence to the program schedule. The Travel Manager will also help facilitate successful team building and group interaction.

## Desired Skills and Experience

- Experience in overnight chaperoning of young people in primary or middle school
- Outstanding people skills. Excellent rapport with, and ability to relate well to young people of primary and middle school grades
- Ability to oversee group travel arrangements on-site...including hotel check-in, check-out, venue coordination, and adherence to program timelines and schedules
- Ability to act as program on-site coordinator, using materials provided by Earth Explore Adventures
- Ability to actively involve students in team-building and other activities as required by the program
- Ability to relate effectively with adult Teacher/Leader chaperones, and coordinate responsibilities and tasks as part of a leadership team

## Stipend/Benefits

All program expenses are fully funded by Earth Explore, including accommodations, meals, program activities and airfare if applicable (average \$3200 in kind). Leader/Travel Manager materials and staff wear included  
Successful applicant may be eligible for undergraduate or graduate level academic credit  
Outstanding outdoor education leadership/internship opportunity for successful candidates

## Application Procedure

Up to ten Travel Manager positions will be filled each year. Serious applicants should forward an application, a resume, and a letter of reference (from person with knowledge of the applicant's abilities in the skills outlined above) to Earth Explore at the address below.

Earth Explore Adventures  
4831 Lucy Court  
Santa Rosa, CA 95405  
Phone: (707) 538-7400  
Fax: (707) 538-7438  
Toll Free: (877) 224-3623  
Email: [info@earthexplore.com](mailto:info@earthexplore.com)  
Web: [www.earthexplore.com](http://www.earthexplore.com)