



GENERAL STAFF INFORMATION

Introduction

ActionQuest has been offering experiential and educational programs for teenagers since 1986. Over this time, we have taught thousands of teens to sail and scuba dive. All of our programs involve a combination of these sports along with water skiing, windsurfing, marine biology and ecology. These are the hard skills. More important are the soft skills that our students learn in the process of living and working together in small teams aboard a sailing vessel: Communication and leadership skills, personal effectiveness and integrity. Our philosophy is to educate, instruct and facilitate the development of both the hard and the soft skills, thereby arming our students with a new set of tools for the future.

Our professional staff need to be the embodiment of this philosophy. Their qualifications and experience are diverse and range from vocational and instructional right on through to the highest level of academics. What unites our staff is their love of teaching, personal drive, motivation and integrity, as well as the enthusiasm to give 110% for an entire summer. Many of our staff work full-time with us aboard our college level Sea|mester programs. Others are traditional teachers during the rest of the year and join us each summer.

Applications

During the height of the season, staff numbers grow to over 40 and each year we look for new members to join our team. We receive over 100 applications per year and take our recruitment process very seriously. We do accept applications on a year-round basis, yet aim to start our hiring process early in the new year (January - March).

ActionQuest Staff Expectations

Our staff must be enthusiastic and young enough at heart - as well as physically, mentally and in all ways able - to work with teenagers 24 hours a day, 7 days a week in an environment that is highly active and adventurous, is physically and mentally demanding and lacks personal privacy, space and time off.

We are a strict tobacco, alcohol and drug-free program for our students. As our staff are on duty 24 hours a day, 7 days a week and are models of the behavior we expect from our students. Our staff must be able to maintain tobacco, alcohol and drug-free behavior during their contractual periods. On exception, staff are permitted to consume alcohol in moderation during approved times off, but staff must understand these are infrequent exceptions to the rule rather than regular occurrences. All staff agree to random drug testing in the workplace

Although most of our staff are US citizens, a wide range of nationalities are represented. English does not need to be a first language, but staff do need to be fluent.

Our staff meet a stringent set of minimum qualification requirements (see individual descriptions for details). All are trained in basic first aid and CPR. Since all staff positions are physically demanding, our staff are fit and healthy. They are non-smokers and drink alcohol only occasionally.

Our staff are positive role models for the students as well as the rest of the staff. They present a professional appearance at all times.

Employment is conditional upon successful completion of ActionQuest Staff Training, a passing background check and an acceptable medical history form and/or examination by a licensed physician.

Contract Dates & At-Will Employment

Most of our summer contracts start in the first week of June and run through until the third week of August (see our Dates section on the website for details). Most staff would be required full-time during this period. Prior to the arrival of our students, all staff are required to join us for Set Up and Staff Training which typically runs June 8th - June 17 in the British Virgin Islands. This training includes First Aid and CPR certification (and re-certification) at no cost. Should your application be successful, you should be aware that employment with ActionQuest is At-Will. The Director reserves the right to dismiss any employee at any time without cause if their participation or influence is, in the Director's judgment, detrimental to the program.

Compensation

Compensation is dependent upon many factors such as qualifications, experience, staff position and responsibilities, program location and duration. Round trip air tickets to the program starting point are included for U.S. and Canada based staff. We offer a flight cost stipend to those joining us from other countries. All contracts include staff uniform, room and board, and health & disability insurance. Any extra expenditure is minimal. Please contact the Florida office on 1-800-317-6789 if you have specific questions regarding compensation.



STAFF POSITIONS AVAILABLE

Skipper / Sailing Master

The role of an ActionQuest skipper goes far beyond that of simply piloting the vessel. Our skippers are primarily responsible for the safety of the students and work closely with the other staff aboard to oversee everything from cooking and cleaning to scheduling and support / interaction during the teambuilding and leadership training. Our staff live aboard the vessels full time and must be used to living and working in a close quarters type of 'expeditionary' environment. The words 'But I'm the skipper' do not apply at ActionQuest, where roles are diverse. One minute you could be running the ski boat, the next teaching knots and splices. The position is not only fun and high paced but also carries an enormous amount of responsibility.

All ActionQuest staff skippers must satisfy the following criteria

- * USCG Captains License or equivalent, such as the IYT/RYA Yachtmaster
- * Considerable documented experience skippering a vessel of 50-ft
- * Capable of teaching to the standards of US Sailing and the ASA (instructor certification a bonus but not required)
- * Be familiar with yacht systems and basic maintenance on diesel engines and electronics
- * Experience working with teenagers
- * Be confident in their own boat handling and instructional abilities that they can let the students take the helm and learn by doing.

PADI SCUBA Instructor

ActionQuest is a PADI Gold Palm Facility. We offer certification courses to our students which run from the Open Water Diver Course through Divemaster and include a number of different specialties. The level of experience that an instructor has will determine which ActionQuest program they are likely to instruct. Our dive instructors live aboard the yachts full-time and will aid the skipper with all aspects of running the vessel and the program. This includes helping with the cooking, cleaning and sailing as well as the teambuilding and leadership training. When the sails go up, the instructors do not go down! A lot of our instructors comment at the end of the program that actual dive instructing was a minor part of their job description!

All ActionQuest diving instructors must satisfy the following criteria

- * Hold a minimum of the PADI Open Water Scuba Instructor Certification
- * Active teaching status holding current liability insurance
- * Establish an active service office at PADI Americas
- * Reasonable knowledge of equipment maintenance
- * Experience in dinghy operation
- * Be fit and healthy with a love of teaching
- * Experience working with teenagers

Although not required, the following may aid an application

- * Some marine science background
- * Hold the MSDT rating or the ability to teach any of the following specialties:
 - Night Diver · UnderWater Naturalist · Wreck Diver · Equipment Specialist · Search & Recovery
 - Boat Diver · UnderWater Navigator · Digital UnderWater Photography · Research Diver
- * Be a DAN Oxygen Instructor
- * Hold a CPR and First Aid Instructors qualification
- * To have already certified 25+ students

Marine Science Instructor

Although marine biology and ecology are part of any ActionQuest program, we also offer a dedicated Marine Science program offered to already certified students who want to learn more about the underwater world. This course is very practical in nature and includes oceanographical, marine biological and geological elements. Our marine biologists live aboard the vessels and interact with the students on a full time basis. The position includes aiding the skippers and dive instructors with all aspects of the program from sailing, cooking and cleaning, to filling tanks, running shore excursions in the dinghy and aiding in the facilitation of the teambuilding and leadership training aspects of the program.

All ActionQuest marine biology instructors must satisfy the following criteria.

- * Hold a minimum of a Bachelors degree in marine biology or an associated subject
- * Be a PADI Rescue Diver or equivalent (ideally have a PADI Divemaster or Instructor Certification)
- * Have experience working with teenagers
- * Feel comfortable preparing and presenting material to the group
- * Have a love for teaching and be able to bring the subject alive
- * Be fit and healthy



STAFF POSITIONS AVAILABLE (CONTINUED)

Medical Staff

At ActionQuest, we have a number of positions open to Wilderness First Responders, EMT's and Paramedics. Typically we look to hire people who are multitasking and are perhaps a skipper or dive instructor in addition to their medical training, but occasionally we may hire someone particularly qualified for a specific role as a medic. We also need First Aid/CPR Instructors, certified through the American Red Cross, to teach those students who are not participating in the scuba diving program. These staff members also live aboard with the fleet and would tend to fill more of an intern position.

Minimum requirements for any of these positions would be as follows

- * Be at least 18+ years old
- * Hold a current Paramedic, EMT, WFR, or American Red Cross Instructor certification in CPR and First Aid for the Professional Rescuer.
- * Be fit and healthy
- * Have experience working with teenagers

Mate/Divemaster/Support Staff

Unfortunately, we have very few positions available for general support staff as our programs are based so heavily around the qualifications of our staff. Occasionally, however, we do need one or two staff to act as helpers for filling tanks and general supervision of our students. These are intern jobs and typically we look to our past shipmates to fill these roles. Support staff may live aboard with our students or may live on a separate vessel. They remain an important part of our professional team and must have the following characteristics.

- * Be at least 18+ years old
- * Be an appropriate role model for our students
- * Be fit, healthy and highly motivated

What Now?

If you think you have what it takes, not just the right qualifications but also the right outlook, motivation and commitment to our programs, we'd love to hear from you! Please type your entries into the Application for Employment section of this pdf, then mail, fax, or e-mail it, along with a CV to the contact information found below.

ActionQuest Employment

Web: www.actionquest.com | Phone: 800.317.6789 or +1.941.924.6789

Fax: +1.941.924.6075 | E-mail: info@actionquest.com | Mail: PO Box 5517, Sarasota, FL 34277 USA





APPLICATION DATE (MM/DD/YY)

Empty box for application date

APPLICATION FOR EMPLOYMENT

Refer to the Positions portion of our company profile then select the position(s) you are seeking (and qualified for). Please check all that apply.

Trip Leader/Skipper Sailing Staff Scuba Staff Marine Biologist General Support Staff Office Staff

Which program are you applying for? Please check all that apply. Refer to our information packet and websites to learn more about all of our programs.

ActionQuest Lifeworks Arc Academic Expeditions Seamester

In what capacity are you interested in working with our programs? Please check all that apply.

Summer Seasonal Full Time Other _____

Please indicate if there is a specific destination or position that you are seeking:

CONTACT INFORMATION

Full Legal Name (as it appears on your passport)

Preferred Name

Birth Date (MM/DD/YYYY)

Age

Height (ft)

Weight (lbs)

Gender

F M

Current Mailing Address

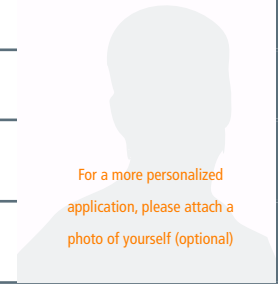
Valid through (MM/DD/YYYY)

Permanent Mailing Address (if different from above)

Best Phone (Include Type (cell, home, etc) and country code if not US)

Cell Phone (if different from best)

Email Address



For a more personalized application, please attach a photo of yourself (optional)

ADDITIONAL INFORMATION

How did you hear about our programs?

What makes you interested in a position with our programs? How does working with us align with your long term goals?

Have you ever been arrested, convicted of a crime, or been the defendant in a civil action for intentional tort? (If Yes, please explain on an additional page including date and penalty imposed)

Please Note: For our students, our programs are strictly no smoking and no drinking. For this reason, our staff must also be non-smokers and can only drink during limited off-duty times. All staff must maintain a highly professional attitude and appearance at all times.

Do you: Smoke? (if yes, how much?) Yes No Drink alcohol? (if yes, how much?) Yes No Have tattoos? (if yes, please describe) Yes No

EDUCATIONAL INFORMATION

High School, City, State

Dates Attended

College, University, and Graduate School, City, State/Country
1.

Dates Attended

Degree(s) earned

2.

REFERENCES Please provide two references of non-family members

Name

Relationship

of years known

Phone

Email

1.

2.

WORK HISTORY Please list up to 2 recent and relevant work experiences. Use extra space if necessary.

Employer	Dates of Employment	Supervisor	Phone	Can we Contact?
1.				

Job Description:

2.

Job Description:

POSITION SPECIFIC INFORMATION Note: Certain Global Expeditions Group programs require that our staff have specific qualifications.**LEADERSHIP EXPERIENCE: We look for applicants with experience in leadership roles working with teenagers.**

Relevant Leadership Experience:

Relevant experience with teenagers, specifically in regards to personal growth and/or group facilitation:

SAILING EXPERIENCE: For our skippers, we are looking for US Coast Guard, IYT, RYA/MCA licensure. Please list tonnage and endorsements.

Sailing License(s):

Sailing experience, type of boats, position, and length of time aboard:

SCUBA EXPERIENCE: We are a PADI dive school

PADI Divemaster	PADI Instructor	PADI MSDT	PADI Staff Instructor	PADI Instructor # _____
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Other? _____	Number of students certified _____
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Instructors: Please indicate which specialties you are certified to teach:

Night Diver	Wreck Diver	Boat Diver	D.A.N. O ₂	Search & Recovery	U/W Naturalist	U/W Navigator	Digital U/W Photography
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Other? _____

MARINE BIOLOGY EXPERIENCE: We look for applicants with an educational background in Marine Science or Oceanography. Our Marine Biologists must also be scuba-divers. Generally the minimum certification is a Rescue Diver and the preference is toward a Dive Instructor.

Degree(s) in Marine Science:

Experience in the field of Marine Biology:

MEDICAL TRAINING:

First Aid/CPR	American Red Cross First Aid/CPR Instructor	EMT-Basic	EMT-Intermediate	EMT-Paramedic	Wilderness First Responder
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Other? _____

Application Agreement

By Signing/typing my name below and submitting this application to ActionQuest Inc., I certify that the above information is complete and accurate. I understand that misrepresenting myself in any way may result in exclusion from further consideration or, if hired, termination of employment. I confirm that I have read the "General Staff Information", understand its contents, and can meet all of the "Staff Expectations". I authorize ActionQuest Inc. to complete a background check including my previous employment performance, educational enrollments, criminal record and/or certifications.

Applicant Name _____ **Date** _____