



## **JOB DESCRIPTION**

**POSITION TITLE:** Group Leader  
**LOCATION:** Vietnam  
**START DATE:** There are regular intakes of new staff throughout the year.  
**SALARY:** To be advised.

### **JOB DESCRIPTION:**

As a VietnamIntro Group Leader you will be required to accompany groups of young travellers on an amazing 12 Day tour through Vietnam. Your main responsibility will be to ensure the overall safety and successful operation of each trip and to ensure the group is having a great time. You will also be required to complete all admin duties related to the running of the group along with assisting all group members with their onward travel plans.

A VietnamIntro Group Leader's role requires a lot of energy and enthusiasm. You will be required to work independently away from home for an extended period of time.

The position is full-time and includes weekend and evening work. You must be available to spend at least 4-6 months in Vietnam. No experience is necessary and you will receive full training.

### **REQUIREMENTS:**

- It is beneficial if you have travelled Vietnam before but it is not essential.
- You must enjoy meeting people, be outgoing, energetic and responsible.
- Be confident enough to lead a group of up to 20 people and communicate with them effectively.
- Be confident and capable enough to handle the health & safety of your group in an extremely unpredictable environment and be able to respond accordingly if things go wrong.
- Be thorough, accurate and timely with all your admin duties.
- And you need to have a good sense of humour!

**IMPORTANT: Please read the next page BEFORE applying for this job.**

**IMPORTANT:**

Being a VietnamIntro Group leader is a fantastic opportunity where you will have unforgettable experiences and make friends and memories to last a lifetime! However please consider the following before applying for this job:

- You are not on holiday - your group is. It is your primary responsibility to make sure their holiday is as enjoyable, safe and runs as smoothly as possible.
- People in your group may get sick, suffer culture shock, become emotional, complain a lot or even take a personal dislike to you. You may not get along with particular people. However you are still expected to do a great job and provide excellent service to your entire group regardless of any of the above.
- You are travelling a lot of the time. Roughly every two weeks you will have a new group of people to meet and befriend and then farewell. This can be very physically and emotionally tiring. Despite the constant flow of new people you may get lonely being away from your friends and family. If you have a partner, think very carefully about being away from home for extended periods. Partners cannot join you on your trips. And we generally do not accept partners who would like to work together.
- While we make every effort to support you in whatever way we can, you will find yourself in situations where no support is possible (due to the time difference, the distance, the phone lines being down, you're in a remote area, etc). You need to be confident in your decision-making skills and ability to think on your feet - and be prepared to deal with the consequences.
- Our itinerary is fixed and you will be making the same journey repeatedly, which some people might find repetitive or tiring.
- This job is all about people. You have to be comfortable spending large amounts of time, sharing and living with people of different nationalities, ages and backgrounds.

If you fully understand the above, are serious about becoming a Group Leader and honestly feel you have what it takes then we encourage you to apply ASAP !

Cheers

The Intro Travel Crew