



Fishing Guide Coordinator Position Description and Qualifications

ROLE: The volunteer Fishing Guide Coordinator solicits, organizes, and educates the Fishing Guides about guiding each participant during her final retreat day of fishing. The Guide Coordinator keeps the Retreat Leader and Program Coordinator updated with details about the Fishing Guides.

QUALIFICATIONS: A Fishing Guide Coordinator should:

- Be an experienced fly angler with knowledge about the fishing location.
- Understand the qualities necessary to be a good Fishing Guide and be able to communicate and motivate volunteers.
- Be comfortable and have some knowledge about women with breast cancer.
- Have contacts or relationships with local anglers or guides who are qualified to be Fishing Guides.
- Possess personal, organizational and electronic communication skills adequate to coordinate, triage, motivate, and manage Fishing Guides.

TIME COMMITMENT: The Fishing Guide Coordinator must spend as much time as necessary to assemble a group of qualified Fishing Guides. The Fishing Guide Coordinator needs to confirm that the Fishing Guides are qualified anglers and have the necessary personal skills to fulfill the role. Personal skills include patience, interest in teaching others, and ability to be a good listener. The Fishing Guide Coordinator should ask a series of questions when speaking with prospective Fishing Guides to determine whether or not the applicant is qualified to fulfill the role.

In addition to their angling abilities, it is important to find out if they are comfortable guiding a woman with breast cancer. Along with being a caring individual, a Fishing Guide needs to be able to physically support a participant, who could have mobility and/or balance issues, and who might also outweigh the guide. Make certain that they feel confident in their ability to lift a participant up if she were to fall. If the Fishing Guide recently sustained a back injury and cannot lift a 50lb box, they should not be guiding a participant.

It is important to establish the emotional and physical well-being of new and existing Fishing Guides prior to the retreat. Once the group is determined, the Fishing Guide Coordinator creates a spreadsheet with contact information of prospective Fishing Guides. The Fishing Guide Coordinator emails and/or calls the Fishing Guides to ensure they are committed to attend. Additionally, the Coordinator provides the Retreat Leader and Program Coordinator with the list of Fishing Guides and keeps it updated with status. Communication is key!

COMMUNICATIONS PRIOR TO RETREAT:

Three (3) months prior to the retreat, the Fishing Guide Coordinator contacts prospective Fishing Guides to confirm their participation by emailing them the Fishing Guide Job Description, Teaching Women with Breast Cancer to Fish and Wading Safely documents. The Coordinator Updates the Retreat Leader and Program Coordinator of status. Ensure that each Fishing Guide has completed a volunteer application and confirm that their contact information is current.

Two (2) months prior to the retreat, the Fishing Guide Coordinator communicates with the Fishing Guides to again confirm they will be attending. If not known by the Retreat Leader or others on staff, ask the Fishing Guides for their height and weight. This is to ensure that they are appropriately paired with a participant. Review how they are to be outfitted, remind them to bring an extra wade staff (if they will be on a river), and that CfR provides rods for the women to fish with. Ask if they have any questions!

If the fishing access is located at the retreat venue, update the Retreat Leader with any details about Fishing Guides that might need to be communicated to the venue. If Fishing Guides are having breakfast or lunch with the staff and participants, update the Retreat Leader on those numbers that need to be accommodated.

Note: Sometimes it may be necessary to change the fishing day locale at the last minute due to weather conditions, etc. The Fishing Guide Coordinator and either the Retreat Leader and/or another member of the fly fishing staff can scout the location the evening before fishing day or even early the morning of fishing day, if needed.

FISHING DAY LOGISTICS: Arrive at the fishing site about an hour before the participants and remainder of staff are to arrive to meet the Fishing Guides and direct them to where they need to park and gear up. Greet all Fishing Guides and thank them for their time. Review the Fishing Guide Orientation protocols with them. Share any fishing spots and fly information as appropriate. Ask if they have questions!

Remind them to move about with the participants and not to stay in one spot the entire fishing time. If their participant is catching and others are not, move out and let another Fishing Guide and participant step in. Do not leave their participant standing alone in the water. If they need to leave for a minute, either bring the participant back to shore or ask a CfR fly fishing staff member to stand with the participant. Encourage the participant to hold on to them when moving.

On arrival of participants, pair them with their Fishing Guide and allow the Fishing Guide and participant to put their rod together and tie on flies.

See [Volunteer Guidelines](#) for additional information about volunteering for this position.