

	ALLEN MARINE TOURS Job Description	Pg. 1 of 2
		Print Date: September 11, 2026

Position Title:	Lead Naturalist
Department & Location:	Allen Marine Tours – YAK, JNO, KTN & SIT
Supervisor:	Naturalist Coordinator
Status:	Seasonal
Effective Date:	July, 2026

Summary for Naturalist

Educate passengers about the environment, including flora, fauna and natural history and human history topics specific to port of hire. Assist passengers boarding & disembarking; provide safety and emergency orientation and work as a team member to distribute snacks. Assist crew with maintenance of impeccably clean vessel. Provide pre-season and ongoing position-specific training to Naturalists in port of hire at the direction of Port Operations Team.

Essential Duties & Responsibilities for Naturalist

- Develop a tour narrative plan with Captain for each voyage, factoring in time constraints, weather, recent sightings, tide, season, etc.
- Direct passengers boarding and disembarking, and during an emergency. Conduct safety and emergency orientation.
- Work with all Crew Members to provide commentary and personal interaction/service with up to 150 passengers on tour.
- Assist Guest Services Crew Members in the galley as needed. Including, but not limited to, distribution of snacks, food, retail and beverage service.
- Vessel duties include line handling, assisting with docking/undocking of the vessel, and mooring with cruise ships as requested by Captain.
- Assist other Crew in maintaining vessel appearance, cleanliness, sanitation, and safety.
- Must be creative and able to develop a tour narrative that speaks to glaciology, wildlife, natural and human history, and other aspects of Southeast Alaska's climate and environment.
- Requires public speaking ability and experience using PA systems.
- Ability to anticipate problems and provide suggestions, systems or input to improve or solve issues.
- Provide position-specific pre-season training to Naturalists in port of hire at the direction of Port Operations Team.
- Provide ongoing training to Naturalists in season at the direction of Port Operations Team.
- Continually audit and provide support to Naturalists at the direction of Port Operations Team.
- Communicate updates to Naturalist program to staff in season at the direction of Port Operations Team.
- Occasional ride-alongs for tour quality and consistency at the direction of Port Operations Team.
- Special projects may be assigned as required by the business.

Minimum Qualifications for Naturalist

Allen Marine Tours is an Equal Opportunity Employer

Copyright AM Owner Group, Inc.. All rights reserved. May not be reproduced without permission.

	ALLEN MARINE TOURS Job Description	Pg. 2 of 2
		Print Date: September 11, 2026

- Must be able to learn and retain pertinent background material provided on board, for presentation to passengers.
- Must be able to work as a team with other crew to present coordinated narration and a quality experience for customers.
- Public speaking experience is essential. Must be able to effectively communicate goals and intentions to large and small groups.
- Must be organized with the ability to prioritize tasks in a fast-paced environment
- Proficiency in Microsoft Office including Outlook, Word, and Excel.
- Always present a professional and friendly attitude to guests and crew.
- Must be honest, courteous, and reliable and maintain a clean, well-groomed appearance.
- Positive, personable, and professional demeanor.
- Strong commitment to safety.
- Strong conflict resolution skills and ability to work with a diverse workforce.
- Strong record of being organized, dependable, and punctual.
- At least 2-years' experience as a Naturalist for Allen Marine Tours.
- Must pass a security background check and DOT drug test.

Required Certifications for Naturalist

Certifications required before the first day of employment include:

- Valid, unexpired US-Coast Guard approved CPR/First Aid certification.
- Alaska Food Worker Card.
- TAPS certification to serve alcohol.

Preferred Qualifications for Naturalist

- Extensive public speaking experience.
- Biology and/or natural resource background.
- College degree in natural resources or biology.
- Experience working as a naturalist, guide, or related position.
- Prefer experience on passenger carrying (tour) vessels.
- Prefer experience managing people in the workplace.
- Prefer experience delivering training.
- Experience auditing performance and delivering feedback to improve quality.

Traits and Characteristics for Naturalist

To deliver world-class experiences guided by the following Alaska Native cultural values safely and sustainably.

Embrace Traditional Alaska Native Cultural Values that include Humility and pride, Respect for all people, including oneself, Respect for nature, Humor, Patience, Strength, and Holding each other up.

Follow & Deliver Core Values Naturalist

Allen Marine Tours is an Equal Opportunity Employer

Copyright AM Owner Group, Inc.. All rights reserved. May not be reproduced without permission.

	ALLEN MARINE TOURS Job Description	Pg. 3 of 2
		Print Date: September 11, 2026

- **Safety First:** We prioritize our guests and team members' safety and well-being, ensuring secure and enjoyable experiences.
- **World-Class Employment:** We strive to be a world-class place of employment, valuing hard work, mentorship, a sense of ownership, and opportunities for career growth.
- **World Class Guest Services:** We are committed to exceeding guest expectations, delivering world-class experiences that showcase our hospitality and the beauty of Alaska.
- **Collaborative Professionalism:** Embracing collaboration within our organization with a professional spirit, understanding that amidst laughter and play, our dedication to excellence and integrity remains unwavering.
- **Community Collaboration:** Actively choosing to partner with neighbors and the community across Alaska, making a conscious effort to support local businesses and create social and economic opportunities through meaningful cooperation beyond our organization.
- **Sustainability at Our Core:** We are dedicated to sustainable operations for future generations.
- **Curiosity & Innovation:** We encourage a culture of curiosity and innovation, striving to be early adopters in technology and staying ahead in our commitment to continuous improvement.
- **Integrity-Driven Decisions:** Integrity guides every decision we make, ensuring transparency, honesty, and ethical conduct in all aspects of our operations.
- **Cultural Respect & Sharing:** We deeply celebrate and honor our Alaska Native heritage, fostering intergenerational connections, embracing family values, and contributing to the cultural richness of our communities.

Environmental Conditions for Naturalist

The environmental conditions are those that an employee may be subject to successfully perform the essential functions of this job.

- Generally, include moderate to loud noise levels, all weather conditions, and frequent use of required protective clothing including raingear and life preserver.
- Temperatures to include hot engine room to ambient outdoor temperatures.

Physical Demands for Naturalist

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must be physically able to work a typical workday of about 10-14 hours per day, 5-7 days a week.
- Occasionally required to lift and/or move up to 50 pounds.
- Ability to walk on uneven deck surfaces crossing from vessel to vessel.
- Ability to stand, walk, twist, bend, crouch and kneel for extended periods of time.
- Ability to fit through a 28-inch void hatch.

Work Environment for Naturalist

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Allen Marine Tours is an Equal Opportunity Employer

Copyright AM Owner Group, Inc.. All rights reserved. May not be reproduced without permission.

	ALLEN MARINE TOURS Job Description	Pg. 4 of 2
		Print Date: September 11, 2026

- This is a fast-paced and dynamic work environment with a diverse workforce.
- Ability to work a flexible schedule to include weekends and holidays during the tour season.
- Must adhere to AM Owner Group, & Affiliated Companies the United States Coast Guard Consortium Drug & Alcohol Policies & Procedures.

Supervisory Responsibilities for Naturalist

Yes

Acknowledgment

I have reviewed the above job description, including the physical requirements and the environmental conditions. I acknowledge that I can perform these job duties with or without reasonable accommodation. I understand that if I need accommodation to perform the essential functions of my job I must contact my supervisor or Human Resources as soon as possible to begin an interactive process.

Received and Accepted By:

Signature: _____ Date: _____

Printed Name: _____