



Smithsonian
Student Adventures



Walking Tree Travel

COSTA RICA COUNTRY DIRECTOR

Walking Tree Travel/Smithsonian Student Adventures is a student travel company based in Denver, Colorado. We have an immediate opening as the Country Director based in Costa Rica.

THE ORGANIZATION

Our goal is to inspire individuals to become global citizens by taking an active interest in the world around them. We hope to achieve this goal by providing unforgettable programs filled with challenging and enriching adventures. Walking Tree stands for a more open, curious and compassionate form of travel. We facilitate meaningful cross-cultural interactions that allow our travelers to participate and recognize the similarities among people instead of fearing the differences. Rather than a typical tour, our programs are designed for a proactive, select group of travelers who seek an authentic international experience and the opportunity to affect change in the world community. Learn more at <http://www.walkingtree.org>.

THE JOB

Walking Tree maintains a Country Director in each of our host countries to help organize, prepare for and manage our programs. We are looking to hire a full-time, year round Country Director in Costa Rica. Specifically, the Country Director would be in charge of helping to establish and conceptualize the program, find service providers, make necessary reservations for hotels and transportation, talk to interested participants, make contact, interview, and prepare potential homestay communities, make preparations for excursions and service projects (when applicable), and be on call with the group while any program is in-country, among other duties. Essentially, you would be our go-to person for all things in Costa Rica.

REQUIRED QUALIFICATIONS

We are looking for someone who is fun-loving, passionate about the transformative power of international travel and who works well within a team. Below is a list of required qualifications that should be addressed in your application:

- Lives permanently in Costa Rica. You must already be based in Costa Rica in order to be considered for this position. Candidates applying from abroad will not be considered for this position.
- Speaks and writes in both Spanish and English with complete fluency. This will be tested.
- Has experience working remotely and requires little supervision with projects and daily tasks.
- Is extremely organized and self-motivated.
- A natural problem solver. You actively work to fix problems without being asked and are constantly looking for ways to improve systems and protocol.
- Comfortable with budgeting, overseeing in-country finances and ensures all expenses are accurately recorded.
- You are a natural leader who has experience supervising and overseeing a small team of their own.
- Has worked with young adults, traveled extensively in Costa Rica, and supports the ideals of community service and cultural exploration.
- Experienced using CRM systems, QuickBooks, Excel and Google Docs
- Possesses a valid driver license

PREFERRED QUALIFICATIONS

- Experience working within the tourism industry in Costa Rica.
- Has at least an undergraduate degree from a four-year university.
- Spent significant time living or studying in the USA and is very familiar with American culture
- Lives in the Gran Area Metropolitana

In order to apply, please fill out our application:

<https://walkingtree.org/about/join-the-team/>