



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 guide status and ensures that each Fishing Guide has completed a volunteer application and confirms 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 wading staff (if they will be on a river), sunglasses, and that CfR provides rods for the women. 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.

Either the Guide Coordinator, Retreat Leader or another member of the fly fishing staff can scout the location the evening before fishing day, or even 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. Make sure that the guides have the rods rigged before the Guide orientation. Review protocols with them, share fishing spots, productive flies and any other pertinent information. **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, have them move out of the spot and let another Fishing Guide and participant step in. Share with the other guides what flies are working - help each other out. We want all of the women to have an opportunity to catch a fish. Do not leave a participant standing alone in the water. If you 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 their guide when moving to help reduce falls.

Please remember the importance of keeping fish wet and close to the water. We want to be able to fish them again another day and let them happily carry on their lifespan! As explained by the non-profit organization [Keep Fish Wet](#), science shows that even small changes in how an angler catches, handles, and releases a fish can have positive outcomes once that fish swims away. Not only does using best practices increase survival rates of fish, but it also helps

fish return to their normal behavior as quickly as possible after release. Using best practices for catch-and-release is a quick and effective way to put conservation into practice. When taking photos of your participants with their fish, please remember to keep the fish close to the water and not out of the water for very long. Try capturing photos of the fish while it is still in the water or dripping wet.

When the participants arrive, pair them with their Fishing Guide and allow the Fishing Guide and participant to put their rod together if it is not already assembled for them in advance and tie on flies. Rigging ahead of time is suggested, as our time on the water is limited.

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