



POSITION VACANCY: SCUBA Diving Instructor (full time, temporary)

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| JOB TITLE: | SCUBA Diving Instructor | POSTING DATE: | 20 June 2008 |
| LOCATION: | Diver Down International <i>Academy of Diving</i> Subic Bay, Philippines | CLOSING DATE: | Indefinite |
| ELIGIBILITY: | Internal and external applicants are welcome to apply | LENGTH OF SERVICE: | One to five months. Permanent employment status may follow |

PRIMARY DUTIES AND RESPONSIBILITIES: Full-time SCUBA Diving Instructor and Dive Leader. Conduct academic presentations and teach SCUBA and non-SCUBA diving skills in confined water and open water to new students. Teach Snorkeling Courses to non-divers and Specialty and SCUBA Skills Update Courses to certified divers and other non-diving courses from time to time as teaching qualifications dictate. Guide divers during underwater tours and lead diving expeditions and events. Serve as an equipment sales and service representative in a retail-based Dive Operations Centre in Subic Bay, Philippines. Additionally, the Instructor may perform temporary duty (TDY) away from home base in support of company business, to scout for future dive destinations, lead or assist in leading clients on SCUBA diving safaris/sporting activities, and perform inspections of company facilities.

COMPENSATION: Commissions, fees, minimum guarantee, and other benefits are as follows:

- Monetary compensation schedule to include:
 - 35% net commission on monies collected for each student completing a course of instruction taught by the Instructor
 - 35% net commission on monies collected for each diver the Instructor leads on a 'premium fun-dive' or dive requiring technical diving procedures
 - 20,000 Philippine Pesos monthly guarantee (*intent: when combined monthly earnings from Dive Leader fees and commissions from courses fall short of 20,000 Philippine Pesos, the Instructor's compensation will be supplemented to bring his/her minimum monthly earnings from fees and commissions to 20,000 Philippine Pesos. This is separate from the 3% commission from retail sales*)
 - 200 Philippine Pesos fee for each 'fun diver' the Instructor leads on a 'regular fun-dive' not requiring technical diving procedures
 - 3% commission on the Instructor's sales of retail stock
 - Travel expenses paid in accordance with the company's Personnel Handbook while traveling on company business
 - Personal tips and gratuities the Instructor receives from clients
 - Discounts on equipment purchases and servicing
- Personal insurance to include: medical, dental, and vision
- Professional Underwater Liability Insurance
- Divers Alert Network (DAN) annual Pro-level membership

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Subic Bay Freeport 2222
Zambales, Philippines

- Divers Alert Network (DAN) travel assist insurance (where available)
- Annual Professional Dive Leader dues paid by the company
- Vacation days awarded in accordance with the company's Personnel Handbook
- Annual sick leave awarded in accordance with the company's Personnel Handbook
- A relocation package for new-hires from outside the local area to include a minimum of 30 days accommodation in Subic Bay and approved moving expenses reimbursed
- Other – special equipment, work visa, physical exams, uniforms, and expenses for company business will be supplied or reimbursed

REQUIRED QUALIFICATIONS: A successful applicant will:

- Be an 'active status' SCUBA Diving Instructor from any recognised agency, government, or military with no pending violations or investigations
- Provide own SCUBA diving equipment of Instructor quality
- Posses a thorough knowledge of Training Standards of a SCUBA diving certification agency
- Posses a Non-Professional Driver's License with no outstanding violations
- Posses an official passport with 2 years or more validity
- Be recommended annually by a qualified physician to perform scuba diving activities
- Be a non-smoker
- Be of high moral and ethical character
- Be able to read, speak, and write English; additional languages desired
- Demonstrate the ability to swim 300 meters without floatation devices or other swimming aids
- Agree to and sign an Employment Agreement for the term of employment

ORIENTATION AND TRAINING: As a new hire, the Instructor will receive orientation and training from Lyle Langston or his designee. Length of training will depend on weather conditions, training required, etc., and has no set time of completion.

HOW TO APPLY: Send a resume via e-mail to Lyle Langston at lyle@diverdownintl.com.

HIRING PROCESS: Applicants will be selected, contacted, and requested to present themselves for an interview in person or via telephone to Lyle Langston with any of the above documents, transcripts of courses, diplomas, certificates, certifications, passport, and licenses.

*Primary duties and responsibilities, compensation, required qualifications, orientation and training, application process, and hiring process may change at time of interview.