

Job Description for Temporary, Casual or Interim Positions

Job Title	Head Tour Guide		
Interim Job Code	INT048	Pay Grid	Temporary
Student Work Program Job Code	WPS048	Pay Grade	Level 2

Job Summary

Assist in scheduling tour guides, providing feedback regarding tour operations and conducting routine tours for a variety of individuals according to established procedures.

Accountabilities

1. Assist in scheduling and organizing of tour guides and room hosts for campus tours and special visits.
2. Provide regular feedback to Tour Guides regarding their campus tours through tour monitoring.
3. Provide regular feedback to the Campus Tour Coordinator regarding the tour program (i.e., training needs/issues, guide and/or visitor concerns)
4. Deliver comprehensive tours to a variety of individuals.
5. Answer inquiries and provide detailed information regarding campus and programs.
6. Provide directed support for office operations and events.

Qualifications

Education: High school diploma or equivalent

Experience: 6 months of relevant experience.

Working Conditions

- Exposure to outdoor elements when performing tours
- Prolonged periods of standing and walking