Job Description for Temporary, Casual or Interim Positions

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<th>Job Title</th>
<th>Head Tour Guide</th>
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<td>Interim Job Code</td>
<td>INT048</td>
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<td>Pay Grid</td>
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<td>Student Work Program Job Code</td>
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**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