

Tour Guide Job Description

Admissions tour guides are an integral part of the Admissions Visit Program. For many visitors, the campus tour is often the only individual student contact they experience. Campus tours provide a valuable “inside look” at the College.

Work-study is required.

Job responsibilities:

- Interview on **Sunday, September 4th** (individual time will be specified).
- Training on **Sunday, September 11th** at 9:00 am.
- Meetings held **on October 12th and November 9th from 6:00-7:30pm.**
- New tour guides will be required to follow at least two campus tours prior to giving their first solo tour.
- Tour guides are required to familiarize themselves with the tour route and information included in training materials and covered at our dinner meetings.
- Tour guides must guide one scheduled tour per week. Tours are one hour and must cover areas indicated in the Tour Guide Manual.
- In addition to their scheduled tour, tour guides are required to act as on-call back-up (secondary) guides for one tour per week. Secondary tour guides give tours when the regular guide is unavailable or as an additional tour guide for large groups.
- If unable to give your weekly tour or back-up tour, it is **your** responsibility to find a replacement tour guide. If you cannot find a replacement, you must notify Arthur Borden-Heilman 24-hours in advance of your tour time.

Compensation will be \$9.75 per tour and paychecks are granted monthly. Timecards are kept online on Workday (procedure will be covered after selection is made).

Applications are due on Friday, September 2nd at 5:00 pm, in the Manor House. Applicants will be notified of their hire status the following week.

Questions: Contact Arthur Borden-Heilman at fellows@lclark.edu or (503) 768-7050

Tour Guide Application – Fall 2016

Do you have work-study (circle)? **Yes** **No**

Name: _____ Nickname: _____

Preferred Pronouns: _____ Cell phone: _____ Box #: _____

E-mail: _____@lclark.edu Hometown: _____.

Major/Minor: _____ Class (circle): FR SO JR SR

Are you available for training on Sunday, September 11th, at 9:00 a.m?

Yes **No**

Are you available for **ALL** of the mandatory dinner meetings held on October 13th & November 9th? Please explain if you have a conflict on a specific day.

Yes **No**: _____

Are you available to tour for October 7th & November 12th Open Houses?

Yes **No**

Are you willing to give "Special Group Visit" tours that do not conform to the pre-arranged schedule throughout the semester?

Yes **No**

Please mark **ALL** times you are available to give tours. You must be able to give a minimum of **two** tours per week, one primary tour and one back-up tour (the more tours you are available for, you more valuable you are).

| | | | |
|------------------|---|---|---|
| Monday | 9:00-10:00 <input type="checkbox"/> | 11:30-12:30 <input type="checkbox"/> | 3:00-4:00 <input type="checkbox"/> |
| Tuesday | 9:30-10:30 <input type="checkbox"/> | 11:30-12:30 <input type="checkbox"/> | 3:00-4:00 <input type="checkbox"/> |
| Wednesday | 9:00-10:00 <input type="checkbox"/> | 11:30-12:30 <input type="checkbox"/> | 3:00-4:00 <input type="checkbox"/> |
| Thursday | 9:30-10:30 <input type="checkbox"/> | 11:30-12:30 <input type="checkbox"/> | 3:00-4:00 <input type="checkbox"/> |
| Friday | 9:00-10:00 <input type="checkbox"/> | 11:30-12:30 <input type="checkbox"/> | 3:00-4:00 <input type="checkbox"/> |
| Saturday | 11:00-12:00 <input type="checkbox"/> | | |

Please read and sign the following if you agree to the terms:

I understand that I am required to complete tour guide training before I can be eligible for hire, and if I am hired I understand that **I must show up for all scheduled primary AND back-up tours.**

Signature: _____ Date: _____

Please answer each questions with 3-5 sentences:

Why do you think you would be a good tour guide at LC?

How do you manage your time?

What does diversity mean to you?