

# 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:**

- Punctual, informative, and personable
- New tour guides will be required to shadow at least two campus tours prior to giving their first solo tour.
- Tour guides are unscripted, but have to familiarize themselves with the tour route and information included in training materials and covered at our dinner meetings.
- Tour guides must lead, at least, one scheduled tour per week. Tours are one hour and will include important information indicated in the Tour Guide Manual.
- In addition to their scheduled tour, tour guides are scheduled to act as on-call (secondary/tertiary) guides once or twice a 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.
- Interviews are on **Sunday, September 9<sup>th</sup>** (individual time will be specified).
- Training on **Sunday, September 16<sup>th</sup>** at 9:00 am.
- Meetings held **on October 4<sup>th</sup> and November 1<sup>th</sup> from 6:00-7:30pm.**

**Compensation** will be \$11.25 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 8<sup>th</sup> at 5:00 pm, in the Manor House.** Applicants will be notified of their hire status the following week.

**Questions:** Contact Noam Margalit at [fellows@lclark.edu](mailto:fellows@lclark.edu) or (503) 768-7050

# Tour Guide Application – Fall 2017

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 16<sup>th</sup>, at 9:00 a.m?

**Yes**        **No**

Are you available for **ALL** of the mandatory dinner meetings held on October 4<sup>th</sup> & November 1<sup>st</sup>? Please explain if you have a conflict on a specific day.

**Yes**        **No**:

Are you available to tour for October 13<sup>th</sup> & November 11<sup>th</sup> 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 (minimum is 2)

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please answer each questions with 3-5 sentences:**

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

What qualities make a good Admissions Ambassador?

Describe something you are passionate about.