



Title: Volunteer Ramsey County Courthouse Tour Guide

Classification: Volunteer (2-5 hours/month)

Position Summary: Ramsey County Courthouse Tour Guide

(Tour Guide) leads public and private tours of the Ramsey County Courthouse.

Reports To: Downtown Tours Coordinator

Time/Schedule: Tour Guide leads 1-2 public Monday tours at 12:15 each month, and is generally available to lead private tours during the week with 2 weeks notice.

Training Period: 9 hours

Other: Complimentary annual membership to Ramsey County Historical Society, parking reimbursement is provided.

Specific Responsibilities:

I. Lead Tours (90%)

- i. Lead Monday tours to the public and jury members
- ii. Lead private scheduled tours to a variety of groups
- iii. Assist in other tour program events (i.e. mock trial)
- iv. Keep track of attendance numbers

II. Other Duties as Assigned (10%)

- i. Communicate schedule with Tour Coordinator
- ii. Attend quarterly tour guide meetings
- iii. Assist with preparing tour materials as needed

Qualifications

Required: Excellent verbal communication and organizational skills; strong emotional intelligence; experience providing tours to a variety of audiences; dependability. Must be capable of working with limited direction once trained. Must be able to pass basic criminal background check.