



## **Position Description – Volunteer Union Depot Tour Guide**

Ramsey County Historical Society

March, 29<sup>th</sup> 2018

**Title:** Volunteer Union Depot Tour Guide

**Classification:** Volunteer (2-5 hours per month)

**Position Summary:** Volunteer Union Depot Tour Guide (Tour Guide) leads public and private tours of Union Depot in downtown St. Paul.

**Reports To:** Downtown Tours Coordinator

**Time/Schedule:** Tour guide typically leads one hour-long public tour per month (tours are scheduled in advance, every other Tuesday at 11:00) as well as private tours during the week with three weeks notice.

**Training Period:** 9 hours

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

### **Specific Responsibilities:**

#### **I. Lead Tours**

- i. Lead tours every other Tuesday at 11:00am**
- ii. Lead private scheduled tours**

#### **II. Other Duties as Assigned**

- i. Communicate schedule with Tour Coordinator**
- ii. Keep track of attendance numbers**
- 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.