

# TOUR DIRECTOR

Seasonal Position

## **Job Description:**

The Tour Director is responsible for the execution of the planned itinerary as directed by the Tour Coordinator with special attention to the safety and comfort of passengers.

## **Qualifications:**

- Excellent communication skills
- Excellent customer service skills
- Available March – December, and other times of the year as needed.

## **Responsibilities:**

- Meet with Tour Coordinator one day prior to departure to review paperwork and pick up supplies.
- Call or meet with Tour Coordinator the day after tour returns to review tour and paperwork, including a detailed trip report.
- Review and coordinate times, pick up locations and other tour information with the Motorcoach Driver.
- Meet and greet passengers upon departure and collect boarding passes.
- Make general announcements and keep passengers informed of tour itinerary and changes.
- Distribute tour information, answer questions and assist with passenger special requests.
- Make payments on behalf of the company.
- Make coffee, serve morning snacks and organize supplies for trip when applicable.
- Dress in uniform, maintain a professional appearance and attitude and represent Trans-Bridge Tours in a positive manner.