

TOUR DIRECTOR

Seasonal Position

Job Description:

The Tour Director is responsible for the execution of the planned itinerary as directed by the Tour Planner 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 Planner one day prior to departure to review paperwork and pick up supplies.
- Call Tour Planner 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.
- 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.
- Dress in uniform, maintain a professional appearance and attitude and represent Trans-Bridge Tours in a positive manner.