

# **TOUR GUIDE**

**Department: Supervisor**  
**Classification: Labor**  
**Specification Number: 1085**  
**Approved: 11/19/21**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**There are no minimum education or experience requirements for this position.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**An employee in this class arranges and administers tours, accompanies tour groups and describes points of interest. The incumbent follows established guidelines set by administrative superiors, but must have a good knowledge of the facility in order to answer visitor's questions. Work is performed under general supervision. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Schedules groups visiting sites;**  
**Plans itinerary and escorts groups, stopping at points of interest;**  
**Answers questions about the equipment, exhibits, and personnel;**  
**Directs visitors to rest rooms, telephones and refreshments;**  
**Assists visitors in cases of emergency.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Good knowledge of the towns' operations; Good knowledge of equipment, exhibits, and/or personnel; Ability to keep records; Ability to give directions with good diction and in a clear speaking voice; Ability to react quickly and calmly in cases of emergencies.**