

Trinity College Tour Program - Tour Guide (SUMMER)

CONTRACT PERIOD: May 6th, 2024 – August 23rd, 2025

REMUNERATION:

Trinity College will run 2-3 tours a week throughout the summer session, and individual tour guides can expect to be scheduled for a minimum of one tour per week. Tour Guides will be compensated at a rate of \$30 per tour. Tours are approximately an hour long.

POSITION SUMMARY:

Trinity College Tour Guides are responsible for leading tours of the Trinity College campus for prospective students and families. Circumstances permitting, tour guides will deliver both online and in-person tours. In both cases, Trinity College Tour Guides play a crucial role in the college welcome and admission experience, as they act as ambassadors for Trinity, and are often the first contact a visitor has with the College. Tour Guides should have a positive outlook toward the College, and should be willing to display a friendly, helpful and welcoming demeanour towards guests. This position is recognized on the Co-Curricular Record.

EXPECTATIONS:

- Deliver professional, informative, and personable tours of the Trinity College Community, both online and in-person
- Ensure that the information shared on the tours is up-to-date and accurate
- Interact and work with prospective students and their families, as well as general public guests to the college
- Work on a rotating schedule, and should expect to lead approximately 12+ tours per semester, including special events
- Attend mandatory training listed below
- Attend regular meetings with the Student Services Team and the Trinity College Tour Coordinator
- Tour Guides are not required to live in residence.
- Tour Guides are not required to be registered in courses, but have not graduated yet.

TRAINING:

- Attend Mentorship Foundation Training offered by Student Life, Mentorship and Peer Programs
- Attend position specific training dates TBD:

QUALIFICATIONS:

The successful candidates will demonstrate a high degree of autonomy and professionalism. They must be currently registered as a Trinity College student in good

standing (preference is given to students that have already successfully completed their first year). A working knowledge of Trinity College, including: the residences, academic services and social opportunities is important. Should be comfortable speaking to groups. Previous presentation and/or tour guide experience is an asset.

STATEMENT OF UNDERSTANDING:

As Trinity College Tour Guides act as ambassadors for the College, they are expected to adhere to all non-Academic Policies of the College and University of Toronto, including, but not limited to; the *Trinity College Code of Student Conduct* and the *University of Toronto Code of Student Conduct*. Trinity College Tour Guides are expected to abide by the terms of their contract, and must acknowledge that they have read their job description.

HOW TO APPLY:

Please e-mail jerome.chang@utoronto.ca and attach the following:

1. Resume
2. Cover letter (2 pages maximum)

APPLICATION DEADLINE: Monday, May 6th, 2024 – 9:00am

Applications must be submitted no later than 9:00am, on Monday, May 6th, 2024.

Please e-mail the Associate Registrar, Jerome Chang, at jerome.chang@utoronto.ca with any questions or concerns.