

TOUR GUIDE COORDINATOR

The Tour Guide Coordinator is responsible for encouraging participation in SDBG Tour Guides and for providing monthly programs for Tour Guides.

Duties:

1. Recruits and mentors new Tour Guides
2. Creates a program for the second half of the monthly tour guide meeting.
3. Assists the Education Department as needed at monthly tour guide meetings.
4. Actively participates in the Tour Guide program

Specific Skills:

1. Experience in the SDBG Tour Guide program
2. SDBG Docent or equivalent training and experience
3. Effective communication skills
4. Ability to speak before a large group
5. Working knowledge of SDBG tour protocols
6. Full knowledge of Garden safety policies and procedures

Time Required:

A minimum of 1-2 hours per week