

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TRIPS & TOURS SPECIALIST I
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT - UP TO 25 HOURS PER WEEK

MAJOR RESPONSIBILITY:

Plan and execute trips and tours for members and guests of the Appleton Museum of Art.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High School diploma or equivalent required.
2. Years of experience in field: One year experience providing support for or planning events and trips in a professional environment required. Related experience in a similar setting may be substituted. Individual must be flexible and available for day, evening and weekend trips.
3. Special skills or abilities related to position: Exceptional communication skills, working with staff, supervisors, visitors and members. Professional and courteous, service-oriented with the ability to assist with planning trips and accompany guests to museums and related institutions both in the United States and abroad. Must foresee event and trip needs, including special attention to guests. Follow museum policies and procedures at all times. Knowledge of computer (Windows applications) required.

ESSENTIAL JOB FUNCTIONS:

1. Assist supervisor with researching potential trips and tours to museums, gardens and collections.
2. Ability to work independently and with supervisor in a changing environment, demonstrate initiative, teamwork and creative problem-solving skills.
3. Ability to accompany guests and lead trips if required.

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ESSENTIAL JOB FUNCTIONS (Continued):

4. Assist the supervisor with attending to needs of guests during trips.
5. In-take of requested documents; screen documents and record.
6. Follow instructions of supervisor and provide instructions to guests when necessary.
7. Communicate with guests and provide additional information as needed.
8. Ability to work with facility, security and custodial staff.
9. Maintain an inventory of supplies and hospitality needs and replenish as needed.
10. Prepare copy for newsletter and other promotional publications.
11. Assist with other vents as needed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works in an indoor and outdoor environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Appleton Museum of Art

SUPERVISOR OF POSITION: Trips and Tours Specialist II