

# **NATIONAL BUICK MEET VOLUNTEER DESCRIPTION**

## **TOURS**

**SUPERVISOR:** PAT WOJAHN

**GOAL:** To have uneventful tours that are enjoyed by all. Each bus will have a company representative and a MHBC volunteer to host the group and be a liason between our guests, the bus company, and Pat Wojahn. Smiles and cheerfulness are a must. Ability to socialize a plus!

**HOURS OF OPERATION:** Wednesday, 8AM – 4:30PM: Red Rocks, Buffalo Bill Museum, Clive Custler Museum  
Thursday, 8:30AM-3:30PM: Air Force Academy, Garden of the Gods  
Thursday 8:30AM-1:30PM: Denver Mile High City Tour  
Friday 8:AM-4:30PM: Mt Evans, Echo Lake Lodge, Georgetown Loop Railroad  
Friday 8:30-1:30: Forney Museum  
Saturday 8:20-1:30: Denver Botanic Gardens

**NUMBER OF VOLUNTEERS:** 1-2 per day

**TIME:** Varies

**PHYSICAL EXERTION:** Sitting, Walking

**DUTIES:**

- Report to the hotel lobby on time
- Report to supervisor for assignment
- Receive the tour registration guest list from supervisor
- Introduce yourself to the bus driver and company host
- Greet attendees as they arrive and check off the name on the list
- Give each guest their wrist band as they are checked in
- Physically count the guests on the bus before each departure. This should match the number of guests checked in on your reservation list
- Introduce yourself via the microphone, welcome the guests to the tour, and introduce the company tour guide
- Engage with the guests and have fun talking and touring
- Be at the bus to welcome guests after the tour
- Thank the guests as they disembark at the hotel upon your return.
- Report back to Pat Wojahn giving a guest count and review of the tour