

Tour Coordinator Job Description

Revised Nov 2019

Reports to: Inbound Coordinator

Purpose to: Coordinate all aspects of the Inbound Tours

Required Activities:

InBound Committee Meetings

Optional Activities:

Inbound Orientation

Duties:

- Determine the dates of the trip through WESSEX (July)
- Push Tour Information to Inbounds (September-November)
- Assist Inbound Students in applying for the tour
- Work with Tour organizer and student to get transportation to and from Tour (Winter)
- Work with Treasurer to ensure that all expenses are reimbursed in a timely way.
- Maintain a trip planning document that addresses all aspects of the trip and can be used by a new coordinator
- Communicate as needed with District Chair, Country Officers, Club Coordinators and Students

Peak Time:

Sept and Spring

Skills/Abilities:

- Be able to address both immediate needs/issues and more long-term needs/issues at the same time.
- Be an effective communicator both verbally and in writing.
- Manage time effectively.
- Have the ability to understand cultural differences.
- Use a cell phone in order to fulfill the position's duties.
- Must be proficient Microsoft Office suite and able to quickly grasp other programs as necessary
- Ability to access and respond to all email communications and phone calls in a timely manner.

Other

Be a Rotarian in good standing