



32835 610th Ave
Cambridge, IA 50046
515-383-4354

School Tour Coordinator

Position Overview

This position will require an applicant to possess excellent service skills, a willingness to learn new information, and to be dependable and punctual. Applicant must enjoy working with children, be patient, adapt easily, and be a friendly person.

Duties

Responsible for managing weekly tours and tour leaders

- Training of tour leaders
- Know how many tour leaders to schedule per day/week
- Meet with the tour leaders every morning before tours
- Assign each leader a group depending on what they and you choose
- Keep records of which leader was assigned to which group
- Make the decision and prepare for a “rainy day” tour

Set up on-farm tour areas

- Clean and prepare for season
- Discuss what the route will be for picking apples

Additional Duties

- Responsible for handling all invoicing for tours as schools arrive as well as collecting payment for purchase orders
- Schedule tours by phone and email
- Record keeping – when schools call capture: date, time, name of the caller, name of the school, how many in the group including teachers, if there are any handicapped, email address, and cell phone.
- Learn and work with possible online scheduling / booking system

Requirements

- High School or equivalent
- Work 30 hours per week, Monday-Friday during September and October

If more information is needed, please call 515-383-4354 and ask for Karen Mahoney.