

## **Tour Guide Job Description**

Are you looking for an exciting job with flexible working hours? ATC Language Schools are looking for passionate, enthusiastic and reliable tour guides who can help to deliver our social programme tours to our junior and adult students.

As tour guide you will have the opportunity to meet people from all over the world, gain free entrance to top attractions in Ireland and work in a dynamic and fun atmosphere.

ATC was founded in 1973 and since then we have been providing Quality English Language programmes for students of all ages from across the world. We have two year-round schools in Ireland, Bray and Dublin, and one in Winchester, UK. In addition, we are one of the largest providers of junior summer programmes with 9 locations across Ireland.

A full induction will be provided for the successful candidates. Safeguarding is a key feature and we will give you the proper training to help you understand our guidelines when working with groups to allow for student safety.

### **The role:**

- Liaise with the Groups & Social Programme Coordinator in order to prepare the tours and make sure everything is ready for the students.
- Accompany and supervise groups of students on local tours around Dublin but also to other parts of Ireland, giving students every opportunity to practise their spoken English.
- Ensure the safety of the students during the activities.
- Make sure the tours run smoothly and students and group leaders are content and happy.
- Act as the leader of each excursion, coordinating groups on the excursion, liaising with the different venues' team and ensuring that the tour goes according to plan.
- Meet with the group leaders before departure from school, running through the excursion schedule for the day.
- Deal with last-minute changes that may arise such as unexpected delays or student absences.

### **Skills & Qualifications:**

- An outgoing personality. Tour guides should be fun, enthusiastic, and enjoy working with people of all ages.
- A detailed knowledge of Dublin is desirable.
- Strong communication skills are essential. Minimum of C1 English level is required.
- Previous experience working in similar environment preferred, but not essential.

### **Job Location:**

- Dublin city centre.

\*All successful candidates will have to be Garda vetted.