

GUEST & ADVISOR TOUR – BUS GUIDE



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

POSITION: GUEST & ADVISOR TOUR - BUS GUIDE

Date: Thursday, July 24

Destination: Head-Smashed-In Buffalo Jump World Heritage Site

Detailed Schedule

7:00 to 7:30 AM - Volunteer check-in at Room 1128 (Main LP Building)

7:45 to 8:15 AM - Pack and load coolers onto buses. Ensure lunch boxes are delivered to Parking Lot A, Mount Royal University

Departure

8:15 AM - Buses begin loading at Lot A

8:15 to 8:30 AM - Take attendance and hand out lunches as guests board buses

8:30 AM - Buses depart

Head-Smashed-In Buffalo Jump World Heritage Site

Return

1:45 PM - Begin loading buses

1:55 PM - Headcount

2:00 PM - Buses depart for MRU

4:00 PM - Arrive back at Lot A, MRU

Time Commitment: Full-day shift.

Goal of the Position:

Support the comfort, safety, and engagement of guests and advisors on the bus tour. Represent NCF-Envirothon while providing helpful and accurate information about the sites visited.

Position Responsibilities:

- * Act as a representative of NCF-Envirothon and share enthusiasm for the competition.
- * Create an engaging and informative tour experience, providing commentary and answering questions during the tour.
- * Share the day's itinerary with guests at the start of the tour.
- * Ensure everyone is aware where to meet the bus and what time they need to be back on it.
- * Offer guests drinks and snacks upon arrival and during departure from the site.
- * Guests explore the museum exhibits, gift shop and scenery at their own pace.
- * Take an accurate head count to ensure all guests are on the bus before departures.





NCF-ENVIROTHON ALBERTA 2025

- * Be prepared to respond to emergencies following proper protocol:
 - Know the location of the First Aid kit on the bus.
 - Save emergency contact numbers on your phone.
 - Review the guest list for allergies or medical concerns.
 - Document and report any issues that arise during the tour.

Risk Assessment: Low

- * No heavy lifting or strenuous activity required.
- * Some walking at tour stops, but no hiking.
- * Stay alert and attentive at all times.

Requirements for the Role:

- * Be enthusiastic and engaging.
- * Be knowledgeable about the tour sites and able to answer questions.
- * Maintain an accurate head count at every stop.
- * Act professionally and ensure guest safety and comfort.
- * Remain on site with the tour group.

Contact:

2025 NCF-Envirothon Alberta Host Committee

- * **Email:** ncfenvirothon2025@gmail.com
- * **WhatsApp:** Please join the Volunteer WhatsApp Group for timely updates
- * **Phone:** For tour logistics/issues contact Ali Pilon 403-617-9341

