

# GUEST & ADVISOR TOUR – BUS GUIDE



**NCF-ENVIROTHON  
ALBERTA 2025**

## VOLUNTEER ROLE DESCRIPTION

### POSITION: GUEST & ADVISOR TOUR - BUS GUIDE

**Date:** Monday, July 21

**Destination:** Lake Louise, Lake Minnewanka & Canmore

#### Volunteer Timeline:

**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.
- \* Provide engaging and informative commentary during the tour.
- \* Share the day's itinerary with guests at the start of the tour and at key stops.
- \* Keep an accurate head count at each stop to ensure all guests are on the bus before departures from every stop.
- \* Offer guests drinks and snacks throughout the day.
- \* 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.

#### Requirements for the Role:

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

#### 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.

#### Contact:

**2025 NCF-Envirothon Alberta Host Committee**

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





## **DETAILED SCHEDULE**

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

**7:45 to 8:15 AM:** Pack coolers and load onto buses. Ensure lunch boxes are delivered to Parking Lot A.

### **Departure**

**8:15 AM** – Buses begin loading at Lot A, Mount Royal University

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

**8:30 AM** – Buses depart for Lake Louise

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### **Lake Louise**

**10:30 AM** – Arrive at Lake Louise

**10:30–11:15 AM** – Guided Walk with White Mountain Adventures

- Explore the lakeshore trail
- Enjoy scenic views and photo opportunities

**11:15 AM** – Begin loading buses

**11:25 AM** – Headcount

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### **Lake Minnewanka**

**11:30 AM** – Depart for Lake Minnewanka

**12:30 PM** – Arrive at Lake Minnewanka

**12:30–1:15 PM** – Guided Walk

- Take in the panoramic views
- Stroll the shoreline or relax by the lake

**1:15 PM** – Begin loading buses

**1:25 PM** – Headcount

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### **Canmore**

**1:30 PM** – Depart for Canmore

**2:15 PM** – Arrive at 10th Street Lot

**2:15–3:05 PM** – Free time on Main Street

- Grab a coffee or treat from local cafes
- Browse shops and galleries
- Stretch your legs with a short riverside walk

**3:05 PM** – Begin loading buses

**3:10 PM** – Final headcount

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### **Return to MRU**

**3:15 PM** – Depart for Mount Royal University

**4:15 PM** – Arrive back at Lot A, MRU

