

Trinity College Tour Program - Tour Guide 2025-2026

Overview

Trinity College is seeking enthusiastic and knowledgeable students to join our Tour Guide Program. We have two positions available: **Summer 2025 Tour Guide** and **Fall 2025 / Winter 2026 Tour Guide**. Tour Guides play a vital role in welcoming prospective students, families, and visitors, providing insightful and engaging tours that showcase the unique aspects of Trinity College. These positions offer flexible scheduling, competitive remuneration, and the opportunity to represent the College in an official capacity.

Contact Periods

- **Summer:** May 6, 2025 - August 23, 2025
- **Fall/Winter:** September 25, 2025 - April 10, 2026

(Applicants are welcome to apply to both)

Qualifications

The successful candidates will demonstrate a high degree of autonomy and professionalism. They must be currently registered as Trinity College students in good standing. A working knowledge of Trinity College, including: the residences, academic services and social opportunities is important. Should be comfortable speaking to groups. Previous presentation and/or tour guide experience is an asset.

SUMMER TERM (2025)

CONTRACT PERIOD: May 6th, 2025 – August 23rd, 2025

REMUNERATION: Trinity College will run 2-3 tours a week throughout the summer session, and individual tour guides can expect to be scheduled for a minimum of one tour per week. Tour Guides will be compensated at a rate of \$35 per tour. The tours are approximately an hour long.

EXPECTATIONS:

- Deliver professional, informative, and personable tours of the Trinity College Community, both online and in-person
- Ensure that the information shared on the tours is up-to-date and accurate

- Interact and work with prospective students and their families, as well as general public guests to the college
- Work on a rotating schedule, and should expect to lead approximately 12+ tours per semester, including special events
- Attend mandatory training listed below
- Attend regular meetings with the Student Services Team and the Trinity College Tour Coordinator
- Tour Guides are not required to live in residence.
- Tour Guides are not required to be registered in courses
- Cannot have graduated from their undergraduate degree yet

TRAINING:

- Attend Mentorship Foundation Training offered by Student Life, Mentorship and Peer Programs
- Attend position specific training dates TBD:

FALL/WINTER TERM (2025-2026)

CONTRACT PERIOD: September 2, 2025 – April 10, 2026

REMUNERATION: Trinity will run up to 3-4 tours (online and in-person) a week throughout the fall and winter terms. Individual tour guides can expect to be scheduled for a minimum of one tour per week. Tour Guides will be compensated at a rate of \$30 per tour.

EXPECTATIONS:

- Deliver professional, informative, and personable tours of the Trinity College Community, both online and in-person.
- Ensure that the information shared on the tours is up-to-date and accurate.
- Interact and work with prospective students and their families, as well as general public guests to the College.
- Work on a rotating schedule and should expect to lead approximately 12+ tours per semester, including special events.
- Attend mandatory training listed below.
- Attend regular meetings with the Student Services Team and the Trinity College Tour Coordinator.
- Tour Guides are not required to live in residence.

TRAINING:

- Attending position-specific training dates TBD.

Statement of Understanding

As Trinity College Tour Guides act as ambassadors for the College, they are expected to adhere to all non-Academic Policies of the College and University of Toronto, including, but not limited to; the *Trinity College Code of Student Conduct* and the *University of Toronto Code of Student Conduct*. Trinity College Tour Guides are expected to abide by the terms of their contract and must acknowledge that they have read their job description.

HOW TO APPLY:

Interested applicants should submit their application using the designated Microsoft Forms link provided. Please ensure that all required fields are completed accurately before submission.

Please e-mail the Associate Registrar, Jerome Chang, at jerome.chang@utoronto.ca with any questions or concerns.

APPLICATION DEADLINE:

Applications must be submitted no later than 9:00am, on Monday, March 14th, 2025

Please e-mail the Associate Registrar, Jerome Chang, at jerome.chang@utoronto.ca with any questions or concerns.