

Eco Tour Coordinator Position for 2018

Summary

The Eco Tour Coordinator (ETC) is a contract position that will require an average of 10 hours per week, primarily on weekends. The main roles of the ETC are to independently schedule, coordinate, and implement 25 Eco Tours and to promote Eco Tours at 10 outreach events in San Diego County. Tasks may include tour instruction, narration, marketing, and ticket sales, managing equipment and supplies, transportation, coordinating/scheduling with partners and volunteers, collecting photo/liability release forms, photography, vehicle maintenance, data tracking, and email communications with tour guests.

Term of Agreement: January 1, 2018-December 31, 2018

Location: San Diego County, California, U.S.

Scope of Work

Eco Tours

- Conduct 25 Ocean Connectors Eco Tours with a minimum of 10 guests per tour
- Market Eco Tours to the public and promote ticket sales
- Prepare all necessary supplies and materials
- Communicate with organizational partners to schedule and make all arrangements for tours, including reservations, equipment, and admission fees
- Communicate with volunteers to provide support with tours
- Provide guest transportation in Ocean Connectors van
- Monitor van service and manage repairs/maintenance
- Deliver accurate and engaging narration about San Diego Bay maritime history, habitats, plants and animals, and answer guest questions
- Provide email communications with guests both pre and post tour
- Track and record tour data, expenses, guest info, and other information

- Deliver safety instructions and ensure guests understand and follow safety procedures

Outreach Events

- Attend 10 outreach events around San Diego County to promote Eco Tours
- Assist with outreach booth set up and volunteer engagement
- Coordinate design, printing, and distribution of promotional materials/flyers
- Communicate with the public about Eco Tour program to generate ticket sales

Requirements

- Valid California driver's license and impeccable driving record
- Past experience working as a tour guide, teacher, naturalist, docent or similar
- Bachelor's degree in education, environmental studies, tourism or similar
- Excellent presentation, oral and written communication skills
- Expertise with email marketing, advertising, and graphic design
- Understand and support the values of Ocean Connectors
- Must be at least 21 years of age and complete a full background check
- Spanish-speaking preferred
- Current CPR/First Aid/AED certification preferred
- Additional First Aid and safety training preferred

Payment Terms

The ETC will receive a total of \$10,000. Installments will be paid quarterly upon successful fulfillment of the contract (at least six tours per quarter).