



Rideau Lakes

EMPLOYMENT OPPORTUNITY

Bus Tour Guide

The Township of Rideau Lakes is seeking an individual for a Part-time On-Call position as a Bus Tour Guide.

POSITION SUMMARY:

Ensure a memorable experience by sharing historical facts, cultural insights, and local stories while maintaining safety and professionalism throughout the journey.

EDUCATION / EXPERIENCE / SKILLS TRAINING:

- High school diploma or equivalent
- Strong public speaking and storytelling skills
- Friendly, outgoing personality with excellent customer service
- Knowledge of local history, geography, and attractions
- Ability to manage groups and resolve conflicts calmly
- First Aid certification (preferred)

KEY RESPONSIBILITIES

- Ensure timely start and end of tours, while managing the tour schedule
- Deliver commentary about landmarks, history, and local culture.
- Ensure the comfort of passengers throughout the tour
- Communicate safety procedures and ensure passenger compliance.
- Facilitate activities by assisting with photo opportunities, restroom breaks, and group coordination.
- Maintain attendance logs, feedback forms, and incident reports if needed.
- Handle emergencies and unexpected events professionally
- Provide excellent customer service, including answering questions and handling complaints
- Assist passengers with special needs, including the elderly or those with physical disabilities

The hours of work and days required will vary. The hourly wage rate is \$20.91 (Level 1B Step 4, 2025 Pay Grid).

Interested applicants should send their resume and cover letter **no later than November 6, 2025, at 4p.m.** to:

Shellee Fournier, CAO, 1439 County Road 8, Delta, ON K0E 1G0
sfournier@rideaulakes.ca

We thank all applicants for their interest, however, only candidates to be interviewed will be contacted.

The personal information collected will be used according to the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Rideau Lakes is an equal opportunity employer, committed to ensuring all candidates can take part in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodation to ensure you can take part fully and equally during the recruitment and selection process.