**Tour Host Dream Team Member Job Description**

The #1 goal of a tour host team member is to support the Ambassador team during our Friday campus tour through engaging and connecting with prospective students. You represent the heart and spirit of our school and in many instances will be the one who makes the first impression that potential students will have.

Many potential students will attend a Friday Tour of the campus and have a first hand experience of our class session, Friday chapel, Lunch time in the cafe and many will go on a full tour of the campus buildings and dorms. This Friday tour is a key part for many applicants and their family members! Having students that are knowledgeable, friendly and engaging is what this role is all about. If you feel that you would be a great fit to help students get a taste of what being a part of PBC is really like- we would love to have you apply for this position.

**Friday Tours (approx 2 Fridays a month)**

1. **Welcome and sit with prospective students at Friday Chapel**
2. **Walk with students to cafeteria and classroom to be a part of the visitors lunch**
	* This includes answering any questions they may have at lunch time
3. **Participate in dorm and campus tour that follows**
	* This will be scheduled to finish at 1:30pm on Fridays
4. **Follow up with prospective student - if you get their number or through social media**
	* This would be a simple- personal, thank you for visiting the school today message that comes from you
	* Opportunities for after tour coffee, or treat with prospective students (covered by PBC)

**Semester Tasks:**

1. **Available to help set up and tear down table and or booth for PBC at conference(s)**

**Benefits**:

1. **Free customized PBC T-shirt**
2. **First to lunch line on Friday Tours** *(when you are on the tour team)*
3. **Participate in End of Semester celebration for Ambassador Team**

**Duration:**

 **Each semester we will review performance and consistency of each team member. If there is a position open on the Ambassador team - we will be looking first to the Dream Team to fill the position.**