



**JUNIOR LEAGUE OF  
BUFFALO**

*Women building better communities*

JOB DESCRIPTION

Title: Monday/Regional Tours Chair  
Monday/Regional Tours Co-Chair

Goal: Show House is closed to the general public on Mondays. Private docent tours are given in the mornings and afternoons

Duties:

- Review and update list of organizations, etc.
- Work with the Executive Committee to determine the ticket price of the tour
- Design Monday Tours brochure for printing by the News
- Determine the number of people allowed per tour and the number of tours per Monday
- Take reservations for tours and secure payment
- Work with the Decorating Committee to secure room information
- Recruit members to act as docents
- Prepare and conduct training of the docents
- Prepare a script for the docents to use
- Work with Regional Tours to avoid any tour conflicts

Time Involvement:

- Both positions require the members to be at the house every Monday to oversee and conduct the tours with assistance from other members
- Steering Committee meetings

Experience:

Would suggest this position for a member who has strong organizational and people skills.