

Purpose: To lead OLLI members on excursions of varying lengths.

Duties:

* To be familiar with the itinerary of the excursion relative to time tables if numerous sites (cities, museums, etc.) are being visited.
* To take attendance and be certain all registrants are accounted for throughout the entire excursion.
* To collect any consent forms needed prior to departure.
* To communicate with participants regarding the location and departure times of buses or other modes of transportation.
* To be familiar with guidelines relative to the safety of participants in the unlikely event of injury.
* To act as a conduit between third party vendors (bus companies, museum staff, restaurant management, etc.

Time Commitment:

* Attend at least one meeting with staff regarding any specific duties of the particular excursion the individual will be leading.
* Act as an excursion co-leader at least one excursion prior to leading a group alone.
* To participate in three excursions per year.
* To remain with the group throughout the length of the excursion.

Resources:

* Planning materials prepared by staff
* Contact information for all vendors and guide and materials needed day of.

Skills:

* Interest in group travel
* Ability to problem-solve
* Flexibility
* Excellent communication skills