



STATE OF VERMONT
OFFICE OF THE SERGEANT AT ARMS

Head Tour Guide

Join the team at the Vermont State House as the Head Tour Guide and play a key role in creating memorable visitor experiences. Reporting to the Visitor Services Coordinator, you will oversee the tour program, inspiring and supporting a dedicated team of volunteer tour guides. In this role, you will support the development and maintenance of training materials, support engaging training sessions, evaluate tour quality, and provide constructive feedback. If you are passionate about history, education, public engagement, and mentoring others, this is an exciting opportunity to make a meaningful impact while helping visitors connect with the stories and significance of the State House.

The starting wage for this position is \$18.67 per hour, with potential for an initial offer adjustment based on applicable qualifications and experience. This is an hourly, part-time position, without benefits. This position is expected to be 40 hours per week during our peak tour seasons (Spring and Fall) and have flexible working hours outside of the peak season, with a maximum of 1,020 hours per year. In-person work is required at the State House in Montpelier, VT. This position requires the successful completion of a pre-employment record check.

Education and Experience:

Required:

- Associate degree or equivalent work experience
- 1+ years' experience using customer service skills in an educational, political, or professional work environment.

Preferred

- Graphic design experience.

Required Skills:

- Excellent interpersonal and customer service skills, including a willingness to interface with members of the public, State House staff, members of the Legislature and other elected officials and their staffs, the Secretary of State's office and other State employees.
- Excellent written and oral communication skills, including public speaking experience.
- Proficient in administrative capabilities, including correspondence, scheduling, and training.
- Detail oriented and organized, with proven research and administrative capabilities.
- Ability to maintain a flexible schedule including working extended hours.
- Ability to smoothly adapt to sudden changes in workflow and task assignments.
- Proficient with MS Office Suite, Google applications, and data management.
- Ability to remain non-partisan in a political environment.

To Apply:

Please submit both a resume and cover letter by email to: HRApplications@vtleg.gov. Cover letters should be a personalized, authentic reflection of your skills, motivation, and personality. Please put "Tour Guide" in the subject line of the email. Applications will be reviewed starting on August 10, 2026.

The Vermont General Assembly is an equal opportunity employer and applicants will receive consideration for employment without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.