



ALLEGHENY CHILDREN'S INITIATIVE, INC.
CITIZEN CARE, INC.
EXCEPTIONAL ADVENTURES
MILESTONE CENTERS, INC.
PARTNERS FOR QUALITY FOUNDATION, INC.

DIVISION: Exceptional Adventures

POSITION: Tour Coordinator

STATUS: Part Time, as needed

HOURS: Tour Coordinators specify which trips from brochure they are available to attend

- Trips range from 1 to 8 days
- New Years Eve Dance is mandatory

LOCATION: Robinson Township, PA

Exceptional Adventures, a subsidiary of Partners For Quality, Inc .is a non-profit organization with 40 years of experience. We provide vacation opportunities, events and monthly dances for individuals with intellectual and developmental disabilities. Our recreational and travel programs are designed to assist guests in a wide variety of activities. Organized trips include motor coach, flight, train and cruise packages which are offered year round.

The Tour Coordinator will be responsible for the overall coordination and supervision of assigned activities, day trips and / or overnight tours. They will follow the assigned itinerary, supervise staff and participants, ensure the safety and well-being over all individuals and manage any problems as they arise. Responsibilities include:

- Hotel check-in on overnight tours
- Coordinate medication protocols
- Responsible for all cash advances / credit card usage and receipts
- Incident / safety issue(s) monitoring and reporting
- Pick up / return all tour supplies
- Complete designated paperwork and / or required communications during and after each trip
- Maintain good communications and working relations with suppliers, guests, volunteers and providers

QUALIFICATIONS

1. Bachelor's degree in Human Services and one (1) year experience with adults with intellectual disabilities OR Associate's degree in Human Services and two (2) years experience with adults with intellectual disabilities OR High school diploma or GED and three (3) years experience with adults with intellectual disabilities
2. One (1) year experience in travel or tourism industry
3. One (1) year supervisory experience
4. Volunteer experience with Exceptional Adventures
5. Valid Driver's License
6. Act 33, 34 and FBI clearances

SALARY / WAGES

To be discussed during phone screen

CASH INCENTIVES

Employees have the opportunities to earn additional money through various incentive programs:

- Employee Referral (for successfully referring someone to employment)

WORK PERKS!

- Employee Activities, Rewards and Recognition Programs

Interested candidates should apply directly online: PFQ.org

Have a resume? Email to Careers@pfq.org

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Partners For Quality, Inc. Corporate Offices

250 Clever Road, McKees Rocks (Robinson Twp), PA 15136

EOE