



Legislative Council Staff

Nonpartisan Services for Colorado's Legislature

Employment Opportunity with the Colorado General Assembly Temporary Capitol Summer Tour Guide

Agency:	Legislative Council Staff / Visitor Services Section
Job Title:	Temporary Capitol Summer Tour Guide
Job Series:	Non-classified Temporary Position (12 Weeks)
FLSA Status:	Exempt; this position is not eligible for overtime compensation
Occup. Group:	Professional Services
Hourly Wage:	\$23.00/hour
Release Date:	March 13, 2026
Apply By:	March 27, 2026

About Legislative Council Staff

Colorado Legislative Council Staff (LCS) is the nonpartisan research agency of the Colorado General Assembly, the legislative branch of the State of Colorado.

LCS serves as the General Assembly's primary research and committee staff, employing fiscal note analysts, economists, research analysts, committee analysts, and constituent services analysts. In addition, LCS houses the legislature's visitor services and tour guide staff; central accounting staff; and print shop staff. Finally, LCS provides a full service IT department for the legislative branch, employing support, application development, system administration, digital accessibility, and cybersecurity positions.

Legislative Council Staff is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are committed to increasing the diversity of our staff; therefore, we encourage responses from people of diverse backgrounds and abilities.

When you join LCS, you can expect:

- to fill a vital role in supporting Colorado's lawmakers to serve our state and uphold the democratic process;
- to join a supportive and collegial culture that is driven by our shared mission, vision, and values;
- to work for an organization committed to balancing our important work for the state legislature with employees' lives outside of work;
- to be supported in your continual professional development and growth; and
- to work for an organization that recognizes the unique talents, backgrounds, and contributions of our individual employees.



Additional information about Legislative Council Staff can be found at:
<http://leg.colorado.gov/agencies/legislative-council-staff>.

About the Position

We are seeking candidates who have an interest in Colorado history, state government and enjoy working with people of all ages and backgrounds. Capitol Guides are responsible for leading Capitol tours; staffing the gift desk, museum, and dome observation area; providing visitors with concierge-type services; assisting with Colorado Day event planning; and contributing to summer Capitol Post newsletters. This position requires a lot of walking and climbing stairs.

The Colorado Legislative Council Staff provides nonpartisan products and services to the legislature and the public to support and inform the policy-making process, preserve the legislative institution, and promote transparency.

Employment type, work authorization, and on-site work

This is a temporary 35-hour per week, hourly, on-site position. You must be authorized to work in the US. Persons seeking contract positions, full time remote or visa sponsorship need not apply. Pursuant to the Colorado constitution, legislative employees, including this position, are not part of the state personnel system.

Hourly Wage and benefits

The pay for this position is \$23.00 per hour, plus benefits, during your temporary employment period. In addition, we will provide you with the following paid time off:

- Office holidays during your period of employment; and
- Three paid leave days (which can be used to accommodate your health, travel plans and other responsibilities outside of work). Summer Guides may take up to five **unpaid** leave days during their 12-week employment.

Legislative Council Staff employees are not members of the state personnel system.

Your employment with the Colorado Legislative Council Staff will be on an at-will basis, which means you and the agency are free to terminate the employment relationship at any time for any reason.

You will be eligible to participate in the State of Colorado benefits plans, which include health, life, dental, disability, and flexible spending plans. Detailed information can be found online at: <https://dhr.colorado.gov/state-employees/state-of-colorado-employee-benefits>. In addition, you will be required to participate in one of two retirement plans offered by the Colorado Public Employees Retirement Association (PERA). The state currently contributes 21.57 percent of your



net salary (after any deductions for health care) to PERA for your retirement. Information on the plans can be found online at www.copera.org.

Application Process

Please send your application to: **theresa.holst@coleg.gov** with the subject “Capitol Summer Guide” on or before March 27, 2026. Your application should include your resume, a cover letter, and three professional references. Incomplete applications will not receive further consideration. Because this position is with the legislative branch, applications received using the state application process for executive branch employment will not be accepted.

Accessibility statement. The Colorado Legislature is committed to the full inclusion of all qualified individuals. Our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation for applying or interviewing for this position, please direct your inquiries to our ADA Coordinator at accessibility@coleg.gov or call 303-866-3393. For more information, please visit leg.colorado.gov/accessibility.

Agency contact information. If you have questions or need additional information about this position, please contact **theresa.holst@coleg.gov**.