



JOB DESCRIPTION

Tourism Ambassador

Reporting to the Tourism Coordinator - 4 student positions are available.

The **Tourism Ambassador(s)** is responsible for the following:

PRIMARY DUTIES

- Greet visitors and provide clear, accurate information about local areas, and activities.
- Identify information needs in support of visitor requests, promote tourism products in our community.
- Responsible for the collection of data and charting statistics for Destination BC.
- Carryout transactions, and handle cash.
- Answer phone calls, take messages, and gathering information.
- Sanitization, practice keeping a clean and safe workspace for all.
- Restocking brochures, souvenirs, and keeping list of inventories.

ABILITIES

- Ability to work with others and maintain a positive work environment.
- Ability to demonstrate professionalism, enthusiasm, and hospitality.
- Accountability, communication, and time management skills are an asset.
- Be willing to learn!
- Physically fit (able to lift 20-50 lbs)

EDUCATION/TRAINING - (All training will be provided)

- Destinations BC Visitor Centre Counsellor
- Foundations of Service Quality
- Service For All

This is a temporary full-time position with a work schedule of up to 40-hours per week.

5-days a week including some weekends - hours of operation 10:00am-6:00pm.

Tentative dates of work are **June 21st through August 27th, 2021.**

TO APPLY:

Applicants should submit a detailed resume with cover letter that reflects their knowledge, skills, abilities and enthusiasm relevant to the position.

Submit your resume and cover letter before **2:00pm April 26th, 2021**

In person at the Heritage Building/Visitor Centre 8:00 to 4:00 Monday-Friday

By E-Mail: tourism@burnslake.ca **Subject Line:** Tourism Ambassador