



# JOB DESCRIPTION

## Temporary Tourism Clerk

*September 2023*

Reporting to the Economic Development Officer, the **Tourism Clerk** is responsible for the following:

### PRIMARY DUTIES

1. Assist in the operation of the Visitor Information Centre.
2. Communicate information to visitors and deal with inquiries in person, and by email, social media, and phone.
3. Keep up to date with changes in local and regional tourist activities and events and update the event calendar.
4. Ensure that the Visitors Information Centre is well-stocked with leaflets and posters about local events and attractions.
5. Ensure the centre is well presented, organized, easy to use and accessible.

### ABILITIES

- Existing knowledge of the geographic layout of the Lakes District, including tourist attractions, is desirable as well as knowledge of the tourist attractions of the surrounding areas.
- Exercise judgement and discretion, while utilizing tact and courtesy in frequent contact with business representatives, government officials and the public.
- Have great customer service and a friendly attitude.
- Demonstrate strong organizational skills, and excellent communication and interpersonal skills.
- Basic computer skills.
- Have writing, communication and organizational skills.

- Ability to work independently and as part of a team.
- Submit a clear criminal record check.

## EDUCATION/TRAINING

- Event planning experience would be an asset, but not required.
- Working experience in tourism would be an asset, but not required.
- Computer literacy that includes a working knowledge of Microsoft Office Suite.
- A valid BC Driver's License is preferred.

This is a temporary position with a work schedule of 20 hours per week.

Workdays are Monday thru Friday 10:00 am to 2:00 pm.

Wage \$19.08 per hour.

### TO APPLY:

Applicants should submit a resume with a cover letter that reflects their knowledge, skills, abilities, and enthusiasm relevant to the position. Please include two references – one work related and one personal. The position will remain open until an appropriate candidate is found.

By E-Mail: [edo@burnslake.ca](mailto:edo@burnslake.ca)  
Subject Line: Tourism Clerk

***The Village of Burns Lake wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.***