



# JOB DESCRIPTION

## Tourism Ambassador

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Reporting to the Economic Development Coordinator, the **Tourism Ambassador** is responsible for the following:

### PRIMARY DUTIES

- Greet visitors and provide clear, accurate information on all 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, taking messages, and gathering information.
- Sanitization, practice keeping a clean and safe workspace for all.
- Restocking brochures, souvenirs, and keeping updated inventories.

### ABILITIES

- Ability to work well with others and keep a positive work environment.
- Ability to demonstrate professionalism, enthusiasm, and hospitality.
- Accountability, communication, and time management skills are an asset.
- Class 5 driver's license is preferred.
- Be willing to learn!

### 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.

Tentative dates of work are **June through August, 2025.**

The 2025 hourly wage for this position is \$20.72/hr.

### TO APPLY:

Applicants should submit a detailed resume with cover letter that reflects their knowledge, skills, abilities, and enthusiasm relevant to the position. Position will remain open until **4:00pm April 14, 2023.**

Drop off in person at the Village of Burns Lake Office 8:00am to 4:00pm Monday-Friday.

**By Mail:** Village of Burns Lake, PO Box 570, Burns Lake, BC V0J 1E0

**By E-Mail:** [edcoordinator@burnslake.ca](mailto:edcoordinator@burnslake.ca) **Subject Line:** Tourism Ambassador