

**Job Title:** Visitor Info Centre & Office Support  
**Reporting To:** Executive Director, Gabriola Chamber  
**Status:** Seasonal Position x2



**TOURISM  
GABRIOLA  
ISLAND**

### Description

The Gabriola Chamber is seeking two employees for a Canada Summer Jobs position. The job has two main components: **Visitor Information Centre Ambassador & Office Support**. The employees will work from the Visitor Info Centre in the Madrona Complex on North Rd, as well as occasional shifts at the local markets and/or roaming visitor services in the community. All tools and training for the position will be provided.

### The Details

9 weeks starting Monday June 28th and ending Saturday August 28th.

30 hours a week

The position pays \$15.20/hour

Must be available some weekends

### Qualifications:

- Applicants must be between the ages of 15-30 and be legally entitled to work in Canada.
- The successful candidate **must** have an outgoing personality and be able to communicate politely and professionally both verbally and in writing.
- Able to demonstrate initiative and self-motivation.
- Able to commit to a schedule that includes some weekends.

### Duties and Responsibilities:

- The position will be working directly with the Executive Director of the Chamber of Commerce and the Office Administrator.
- **Visitor Centre Ambassador** tasks include greeting visitors and connecting them to services and island features. Record official visitor statistics for Destination BC.
- **Office Support** tasks will include data research, data entry, surveying and using online platforms such as Survey Monkey, WordPress, Hootsuite and social media pages to communicate.
- Keep up with consistent sanitizing duties around the office.

### Deadline for application is June 1st.

Please send cover letter and resume to Julie Sperber at [julie@gabriolachamber.ca](mailto:julie@gabriolachamber.ca)

### COVID19 Operations:

The Visitor Centre will be operating differently with COVID19 precautions in place.

Signage and clear procedures will be posted for visitors and service will be one group at a time.

Staff will have procedures, safety guidelines and personal protective equipment in place and for use.



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