

Job Title: Visitor Info Centre Lead & Tourism Strategy
Reporting To: Executive Director, Gabriola Chamber
Status: Seasonal Position x1



Description

The Gabriola Chamber is seeking an employee for a Canada Summer Jobs position. The job has two main components: **Visitor Information Centre Lead and Tourism Strategy Support**. The employee will work from the Visitor Info Centre in the Madrona Complex on North Rd and remotely. All tools and training for the position will be provided.

The Details

13 weeks starting Monday June 14th and ending Saturday Sept 11th.
20 hours per week
The position pays \$17.00/hour
Schedule has flexibility but candidate must be available for some weekend work.

Qualifications:

- Applicants must be between the ages of 18-30 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 Saturdays. (Some flexibility exists for special dates.)
- No direct experience is required, there will be training for all aspects of the job.

Duties and Responsibilities:

- The position will be working directly with the Executive Director of the Chamber of Commerce and the Office Administrator.
- **Visitor Centre Lead** tasks include scheduling and coordinating staff and volunteers to ensure Visitor Centre opening hours are covered.
- Assign tasks to staff and volunteers as needed to maintain coverage.
- Greeting visitors and connecting them to services and island features. Record official visitor statistics for Destination BC.
- Keep up with consistent sanitizing duties around the office.
- Fill in when opening hours are not covered by counsellors and/or volunteers
- Tourism Strategy support tasks will include data research, surveying and using online platforms such as Survey Monkey, WordPress, Hootsuite and social media pages to communicate.

Deadline for application is May 21st.

Please send cover letter and resume to Julie Sperber at 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.

