

Job Title: Visitor Info Centre Ambassador
Reporting To: Executive Director, Gabriola Chamber
Status: Seasonal Position x3



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Description

The Gabriola Chamber is seeking a student for a Canada Summer Jobs position of **Visitor Information Centre Ambassador**. The student will work from the Visitor Info Centre in the Madrona Complex on North Rd. and at the two summer markets (Sat/Sun). All tools and training for the position will be provided.

The Details:

8 weeks starting Monday June 27th and ending Sunday Sept 4th.
30 hours a week - weekend work is essential.
The position pays \$15.65/hour

Qualifications:

- Applicants must be full-time students between the ages of 15-30 and be legally entitled to work in Canada.
- The student **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 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 May 20th, 2022.

Please send cover letter and resume to Danna Briscoe at admin@gabriolachamber.ca



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