

Job Title: Visitor Info Centre Lead
Reporting To: Office Admin, Gabriola Chamber
Status: Seasonal Position x1



**TOURISM
GABRIOLA
ISLAND**

Description

The Gabriola Chamber is seeking an employee for a Canada Summer Jobs position, which is **Visitor Information Centre Lead**. The employee will work from the Visitor Info Centre in the Madrona Complex on North Rd and at the summer markets (Saturday/Sunday). 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 per week
The position pays \$17.00/hour
Schedule has flexibility but the candidate must be available for weekend work.

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 weekends. (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 cleaning and 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, Meta Business Suite and social media pages to communicate.

Deadline for application is May 13th, 2022.

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



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