

Tourist Booth Attendant

The Town of Indian Head is looking for an energetic and responsible individual to greet visitors at the Tourist Booth for the 2022 summer season. The Indian Head Tourist Booth staff play a key role in greeting many of these visitors and encouraging them to explore local tourism attractions, businesses, and experiences. This position will answer directly to the Community Development Officer. The position would start the last week of June to September 5th. Exact dates are to be determined (minimum 30 hours/week). Evenings, weekend and holiday hours are required.

Qualifications

- Must be at least 16 years of age.
- Excellent interpersonal communication skills (both verbal & written) and customer service skills.
- Extensive knowledge of the tourism products, attractions & experiences available to visitors in both the Town of Indian Head and the surrounding area.
- Knowledge of the heritage of Indian Head and willingness to do additional, self-directed learning about the history of the area.
- A self-motivated individual who works effectively and efficiently with minimal supervision.
- Knowledge and experience with retail operations including use of computerized point of sale systems to complete cash, debit and credit transactions.

Duties:

- Provide visitors with detailed information about local and regional attractions, activities, events, accommodations, restaurants, and other tourism facilities, products and services.
- Ensure a ready supply of tourism informational material for distribution to the public, including tourism brochures, publications and maps.
- Respond to tourism related inquiries either in person at the Tourist Booth or over the telephone.
- Attend to the Tourist Booth's gift-shop, including ordering giftware/souvenirs (as directed), pricing and displaying merchandise, maintaining product inventory, overseeing sales and cashing-out/preparing deposits.
- Ensuring the Tourist Booth maintains a professional and welcoming appearance that makes a positive first impression for visitors to the building.
- Collect and compile visitor statistics and report them monthly.
- Other related duties as assigned.

Wages: \$15.00 - \$18.00/hour

Deadline for applications is April 30th, 2022. For more information or to apply, contact:

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