

Mobile Visitor Centre Ambassador

Job Description

The Burns Lake Visitor Centre is seeking a student for the role of a Mobile Visitor Ambassador for our community and region.

Responsibilities

- Promote local tourism products and services at the Visitor Centre or while running the Mobile Visitor Centre at sporting events, cultural events, community celebrations and other dedicated locations in the Burns Lake & District area.
- Provide accurate information to visitors regarding destinations, transportation, accommodation, maps, events and suggest suitable products in the community, region or province
- Research and promote community information of interest to visitors
- Ensure visitor understanding of information provided and encourage new and return visits
- Stock and display brochures ensuring inventory is managed to meet visitor's needs
- Post current information of interest to visitors and distribute promotional materials
- Record data related to visitors at the Visitor Centre or when working at community events
- Attend Tourism/Visitor Information Counsellor Training, if not already certified
- Provide assistance with Burns Lake tourism marketing research and special projects
- Comply with professional dress code and grooming standards
- Follow all Standard operating Procedures as outlined for the Visitor Centre and Chamber of Commerce
- Daily cleaning of Visitor Centre, Chamber of Commerce and surrounding parking/entrance area
- Ability to participate in community familiarization tour

Qualifications

- Tourism Visitor Information Counsellor training and certificate (will provide training if necessary)
- Knowledge of attractions, events, tourism products/services in the community and British Columbia
- Fluent in English; second language is an asset
- Excellent communication and customer service skills – face to face, telephone and written
- Able to demonstrate initiative and resourcefulness, and work independently
- Strong computer skills
- Available to work Saturdays and Sundays
- Student must be returning to school full time in the fall

At the end of the summer, the student will receive a reference letter from the Burns Lake & District Chamber of Commerce and set up a possible opportunity for summer employment the following year. This job is well-suited for those interested in business, community and tourism.

To apply, please contact manager@burnslakechamber.com or drop off a resume during regular office hours before April 30th, 2018 at 4 pm.