



Tourist Information Centre Representative

Tahsis, BC

Tasks and Responsibilities

- Daily operation of the Tourist Information Centre and Tahsis Museum
- Assisting with event planning, including Canada Day and Tahsis Days celebrations
- Publicizing the Tourist Information Centre's services and assisting with the marketing of other local amenities
- Publicizing Tahsis and Nootka Sound history, culture and natural environment
- Researching and becoming knowledgeable on local attractions and accommodation
- Keeping up to date with tourist activities and events in the Nootka Sound region
- Ensuring that the Centre is run in accordance with WorkSafe BC policies and guidelines
- Ensuring that the Centre is well presented, efficiently organized, easy to use and accessible
- Communicating information to members of the public
- Dealing with enquiries in person, by mail, email and telephone

April 2018