



Village of Tahsis

Tourist Information Centre Representatives - Canada Summer Jobs Initiative

The Village of Tahsis is accepting applications for 2 positions of Tourist Information Centre Assistant:

Tasks and Responsibilities:

- Daily operation of the Tourist Information Centre and Tahsis Museum
- Assisting with event planning including, but not limited to, Canada Day and Tahsis Days
- Publicizing the Tourist information Centre's services and assisting with the marketing of other local amenities and attractions
- Publicizing Tahsis and Nootka Sound history, culture and natural environment
- Researching and becoming knowledgeable on local attractions and accommodations
- 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, telephone and social media
- Complete a report to Council detailing statistics for the operations of the Info Centre over the summer.

Required Skills:

- Cleaning and organization skills
- Great interpersonal and communication skills
- Basic knowledge of Microsoft Excel, Outlook, and Word
- General computer knowledge
- Have knowledge about Tahsis and the surrounding area

Work Terms:

- Applicant must be available to work 40 hours/week, Thursday to Monday, between the hours of 10am and 6pm from June 24th to September 5th, 2022.
- Applicant must be between the ages of 15 to 30 at the start of employment
- Must be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred for the duration of the employment and be legally entitled to work in Canada
- Salary is \$16.20/hour plus 4% annual vacation pay

To apply submit a one-page cover letter demonstrating qualifications and/or experience that matches the position applying for along with a resume by June 3, 2022 to reception@villageoftahsis.com or deliver to: Village Office, 977 South Maquinna Drive, Tahsis, BC VOP 1X0

Village of Tahsis
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