



## *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 27<sup>th</sup> to September 2<sup>nd</sup>, 2024.
- 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 \$17.40/hour plus 4% annual vacation pay.

To apply submit a resume by June 17, 2024 to [reception@villageoftahsis.com](mailto:reception@villageoftahsis.com) or deliver to: Village Office, 977 South Maquinna Drive, Tahsis, BC VOP 1X0

*Village of Tahsis*  
977 South Maquinna Drive  
P.O. Box 219 Tahsis BC VOP 1X0  
TEL: (250) 934-6344 FAX: (250) 934-6622  
[www.villageoftahsis.com](http://www.villageoftahsis.com)