

# Village of Fraser Lake



The Village of Fraser Lake is now accepting resumes for the Visitor Information Centre / Museum Counsellor position. The position will be full-time (40 hours per week) starting May 29, 2024, and ending August 31, 2024.

## **Position Summary:**

The role of a Visitor Information Centre / Museum Counsellor is to maximize the economic benefits of tourism by promoting local tourism products and services and generating increased tourism revenue in the community. As this position is funded through Canada Summer Jobs, and the type of position being offered, the position is open to youth aged 17 to 30. Preference will be given to those in the secondary or post-secondary education system.

The main activities of Visitor Information Centre / Museum Counsellor include identifying visitor needs, offering information and promoting local tourism products and services. A Visitor Information Centre / Museum Counsellor is an ambassador to tourism in our area. The Visitor Information Centre / Museum Counsellor have a direct impact on the visitor's impression and experience of Fraser Lake.

## **Responsibilities:**

Identify information needs to support visitor requests. Provide accurate information to visitors regarding destinations, area activities, local events, accommodation, etc. Assist individuals or groups to organize vacation/travel plans. If requested help book hotels and other bookings for visitors. Promote local tourism products and services. Ensure visitor understanding of the information provided. Distribute promotional materials and encourage new and return visits. Gather and record statistical information related to each visitor party. Provide information of interest to visitors such as Tourist Alerts, road, and weather reports. Maintain brochure racks and ensure adequate inventory is always on hand. Comply with professional dress code and grooming standards. Conduct museum tours upon request, catalog museum items and update museum displays as needed.

## **Skills and Abilities:**

Working with the public experience is necessary. Knowledge of local attractions, events, tourism products/services in the local area is required. Communication skills - face to face, telephone, email and written are necessary. A team player who can work with the centres volunteers or can work independently. Computer and research skills, time management, friendly, and welcoming demeanor are a must.

## **Work Schedule:**

Shifts will be 8 hours per day and will involve weekday and weekend work. The Visitor Information Centre / Museum is open daily from 10am to 6:30pm from May 29, 2024, to August 31, 2024.

## **How to Apply:**

The Village will accept resumes with cover letters in person at 210 Carrier Crescent, Fraser Lake, Monday to Friday from 8:00am – 4:00pm or by email to [edo@fraserlake.ca](mailto:edo@fraserlake.ca). Please clearly identify the position in which you are applying (Visitor Information Centre / Museum Attendant) on the cover letter. Application forms can also be obtained at the Village office; however, preference will be given to applicants who submit a resume and cover letter. **Deadline for resumes or application forms is 3pm Friday April 26, 2024.** Only selected applicants will be contacted for interviews.