



Tourism Staff (Student)

Location: Port Elgin and Southampton, Ontario

Anticipated Start/End Date: July 1 to September 4, 2023 up to 35 hrs/week

Total Positions: 2

Who We Are:

The Town of Saugeen Shores (“the Town”) is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we strive to provide an ideal environment for individuals willing to learn and advance their knowledge in their field of studies. We value work-life balance and provide a friendly and fun work environment. Our goal is to attract, develop and retain highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

About the Role:

We are searching for creative and innovative students to join our team this summer. As the **Tourism Staff** member, reporting to the Manager, Strategic Initiatives, you will promote and support tourism initiatives in Saugeen Shores.

Responsibilities:

- Provide information to visitors regarding tourism offerings and initiatives both in person and on-line.
- Assist with social media content and tourism website content creation.
- Support Town staff with event support for local organization, including administrative, promotion and onsite promotion.

Education/Specialized Training/Skills:

- Currently attending High School or enrolled in a post-secondary program
- Good working knowledge of the Town of Saugeen Shores and Bruce County including attractions, events, and programs provided by the surrounding areas.
- Strong customer service skills with experience in customer service
- Experience in Event planning and social media are considered an asset.
- Familiar with the Microsoft Office suite (Word, Excel and PowerPoint).



Skills and competencies you bring to the role:

- **Communication:** You have excellent written and verbal communication.
- **Creativity:** You discover new opportunities by looking outside of the box and using innovative thinking.
- **Interpersonal Skills:** You exhibit strong interpersonal skills that allow one to work effectively with diverse stakeholders.
- **Resourcefulness:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.
- **Teamwork:** You are able to work with others toward a shared goal. You encourage and support your colleagues by offering for help and asking for help when needed.

Salary: \$14.60 – \$16.50 per hour (depending on qualifications and experience)

Application Process:

If you're interested in joining our team, click the "Apply now" link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply now](#)

Application deadline: February 10, 2023 at 4:30 pm EST

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.