



## **Tourism Staff**

Temporary position

May – June up to 15 hours per week, and July – August up to 35 hours per week  
\$13.40 – \$15.25 per hour based on experience

The Tourism Staff promote and support tourism initiatives in Saugeen Shores. This position requires some evening and weekend hours.

### **SUMMARY OF 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**

- Currently attending High School or enrolled in a post-secondary program
- Minimum age 15 with an interest in tourism or a related discipline
- Good customer service skills
- Works well in a team environment
- Experience with event planning and communications an asset

### **KNOWLEDGE, SKILL and ABILITY REQUIREMENTS**

- Good working knowledge of the Town of Saugeen Shores and Bruce County including attractions, events, and programs provided by the surrounding areas.
- Good oral and written communication skills
- Previous customer service an asset
- Familiar with Microsoft Office suite of products (Word, Power Point, Excel) an asset
- Experience with event planning and promotions an asset
- Creativity and Innovation skills
- Likes to work in a team environment
- Presents self professionally

**Application Deadline: position open until filled (apply early)**

### **APPLICATION PROCESS**

- Complete the application and attach your cover letter and resume.
- <https://forms.saugeenshores.ca/Human-Resources/Tourism-Staff-Application-Questionnaire>
- Only those selected for an interview will be contacted

The Town of Saugeen Shores welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.