



## **Tourist Information Centre Representative**

### **Summer Student Position (June 27-August 26, 2016)**

#### **Tahsis, BC**

#### **Tasks and Responsibilities**

- Daily operation of the Tourist Information Centre
- Assisting with event planning, including Canada Day and Tahsis Days celebrations
- Publicizing the Tourist Information Centre's services and assisting with the marketing of other local amenities
- Publicizing Tahsis and Nootka Sound history, culture and natural environment
- Researching and becoming knowledgeable on local attractions and accommodation
- 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 and telephone

#### **Qualifications**

- between 15 and 30 years of age
- full-time student in 2015-2016
- returning to school (secondary, post-secondary or vocational institute) full-time in September
- Canadian citizen, permanent resident or refugee
- legally entitled to work in Canada
- excellent interpersonal and communication skills
- ability to work well independently and with others
- ability to understand and carry out job related instructions
- willing to learn about Tahsis and Nootka Sound natural environment, tourism and history

Contact: Village Office (250)934-6344