



## SUMMER STUDENT JOB OPPORTUNITY

**Job Title:** Visitor Services Officer  
**Start Date:** May 23, 2018 to August 31, 2018  
**Schedule:** 33 hrs/week, with weekend and holiday hours required

**Job Description:** The Visitor Service Officer assists the Blackfalds & District Chamber of Commerce in operating the Blackfalds Visitor Information Centre, delivering tourism services, hosting activities during special events in Blackfalds, and with ongoing Chamber operations and initiatives.

### Duties Include:

- welcoming and providing local & regional tourism information to visitors
- creating and updating online and print promotional content
- administrative assistance and statistical tracking
- organizing and restocking tourism materials
- gift shop / snack sales and cash handling
- light cleaning as required

### Eligibility and Qualifications:

Candidates must meet the eligibility criteria for Canada Summer Job / STEP (Summer Temporary Employment) programs, including being a student returning to full-time studies in Fall 2018. Ideal candidates include post-secondary students pursuing studies in a related field and/or seeking a career in the cultural, public or tourism sectors.

Strong customer service and communications skills, high comfort level working with the public, proficiency with a variety of computer software including MS Office, an understanding of bookkeeping principles, and experience managing social media accounts are required.

Knowledge of Blackfalds & area, first aid certification, a reliable vehicle, and proficiency with QuickBooks are assets.

Owing to the historic nature of the Wadey Visitor Information Centre building, access to the second floor and the basement is limited and not wheel chair accessible. The ability to lift and carry supplies and materials up and down stairwells is required.

Only shortlisted candidates will be contacted for an interview. Applications will be received until the position is filled.

**Applicants should submit their cover letter and resume to Economic Development & Tourism at [economicdevelopment@blackfalds.com](mailto:economicdevelopment@blackfalds.com) or P.O. Box 220, Blackfalds AB T0M 0J0.**

*We thank all interested applicants!*

**Blackfalds & District Chamber of Commerce**

P.O. Box 249

4400 South St, Blackfalds AB, T0M 0J0

403.506.6735

[yourblackfaldschamber@outlook.com](mailto:yourblackfaldschamber@outlook.com)    [www.blackfaldschamber.ca](http://www.blackfaldschamber.ca)



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