

Visitor Centre Counsellor - Summer Student Position

Harvey Municipal Visitor Information Centre

Are you a student who is returning to school in the fall? Looking for summer employment? The new Harvey Municipal Visitor Information Centre (MVIC) is looking for a Visitor Information Counsellor from June 27 to Sept 1, 2017. Meet and greet visitors from around the world, and assist them with information like local event information and activities available in the area. Also work with the Harvey Regional Heritage & Historical Association to provide visitors with historical information of the Harvey area.

Responsibilities:

- Identify information needs in support of visitor requests
- Provide accurate, detailed information and suggest suitable products to visitors via phone, email and in person
- Promote and sell local tourism products and services
- Make reservations for visitors
- Record statistical information
- Sell retail merchandise and handle cash transactions
- Maintain brochure racks and ensure adequate inventory is always on hand
- Review existing materials and update them as necessary
- Perform other administrative duties as required

Work Term: The job position is for nine weeks, beginning on June 26, 2017 and ending on September 1, 2017. You will work at the Harvey Municipal Visitor Information Centre located at the Upper Village Mall at 2306 Route 3, Harvey, NB.

Ideal Candidate: The ideal candidate will be enthusiastic about Harvey and surrounding area, and tourism. We are especially interested in post-secondary students whose studies pertain to tourism, marketing, history, or geography. Applicants must be between 16 and 30 years of age, and must be full-time students intending to return to school full time in the fall. First Nations students, students with a disability, or students who are members of a visible minority are encouraged to apply. Bilingualism is an asset but is not required.

Skills and Abilities:

- Outgoing, friendly, welcoming demeanor
- Knowledge of attractions, events, tourism products/services in the Harvey and Fredericton area
- Knowledge of the history of the Harvey area (www.harveyheritage.ca)
- Excellent communication skills – face to face, telephone and written
- Excellent customer service skills
- Able to demonstrate initiative and be resourceful
- A team player who is also able to work independently
- Sensitivity to other cultures
- Current computer skills including internet, email and website updating

Training and Orientation: The student will be provided Visitor Information Counsellor training during her/his first week on the job.

Terms of Employment: The Visitor Information Counsellor will be employed by Henry Holdings Ltd. You will report to the Manager; supervision will be provided by both the Manager and members of the Harvey Regional Heritage & Historical Association.

The position is full-time at 35 hours per week. The wage is \$12.00 per hour, plus 4% vacation pay.

How to Apply: Please send a resume and cover letter by Monday, May 15 to Katherine Henry at henryholdingsltd@gmail.com