



Tahsis Chamber of Commerce

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Job Posting

Assistant Tourism Counsellor

The Tahsis Chamber of Commerce is seeking a local student for the position of Assistant Tourism Counsellor commencing July 1st and finishing August 31st, 2011.

Job Description: As the Assistant Tourism Counsellor you will promote tourism in the Village of Tahsis and the Nootka Sound area. You take pride in sharing what the local area has to offer to visitors, and have a sound knowledge of the geography and history of Tahsis. You will report to the Tourism Counsellor, and with this job, will experience personal growth and development in self-esteem, interpersonal skills and cooperation as a team. You will learn how to handle challenging situations, time management, telephone etiquette, and office procedures. Shared ideas in various areas of service, promotion and displays will also be expected. Responsibility will be encouraged and knowledge will be gained.

Qualifications:

- knowledge of local and regional attractions, events, businesses and services
- enthusiasm in promoting tourism, and interest in local history and culture
- excellent planning and organizational skills
- well groomed professional appearance
- computer literacy
- demonstrated reliability and positive attitude
- a willingness to work some weekends and statutory holidays
- a team player, and also able to work independently and create work during slow times
- A second language and First Aid training are considered as assets to the position
- Excellent communication skills and ability to assist people in a friendly, cheerful manner
- Interest in developing personal knowledge of local area and travel experiences

Duties:

- welcome visitors in a warm, friendly, professional manner
- provide service to the needs of tourists and contacts in a positive and tactful manner
- distribute travel literature, assist tourists with directions, maps and answer questions
- encourage visitors to experience the features of our region
- set-up displays and brochure racks in an organized, neat and accessible manner
- write information articles, develop posters, and brochures
- collect statistics (through discussion with tourists), write reports and maintain routine information centre cleanliness
- handle retail sales of t-shirts, postcards and books, etc.
- work on other assigned tasks, and special projects as needed
- Some lifting may be required (up to 15 kg)

Specialization:

Preference may be given to local students with some retail experience and an interest in promoting travel and tourism in the Village of Tahsis.

Assessment Standards:

Interview(s)

Reference check(s)

Please apply by mail, e-mail or drop your resume off at one of these local businesses:
Tahtsa Dive Charters, Tahsis Building Supply or Nootka Gold B&B