

VISITOR INFORMATION COUNSELLOR / EVENT COORDINATOR

CLOSING DATE: 4:30pm on Friday, March 7, 2025

As part of our Tourism team, you will welcome visitors to our community. The VIC staff shares their learned knowledge of local attractions and special events with both visitors and residents. You will learn new skills by assisting with the planning and implementation of activities and events held in our community during the summer months.

DUTIES & RESPONSIBILITIES

- Maintain the Oromocto Visitor Information Centre with a complete supply of brochures, pamphlets, maps, and other material necessary to operate effectively. Inform the Department of Tourism & Parks of material required.
- Maintain a daily record of the number of visitors to the Oromocto VIC, time and date of visit, request made, and destination and submit this data to the Facilities & Tourism Officer monthly.
- Ensure the general cleanliness of the Oromocto Visitor Information Centre.
- Attend any training seminars, which would assist in improving knowledge or abilities about the position, and the VIC Counsellor position.
- Liaise with local industry partners and ensure literature distribution to significant venues within Oromocto.
- Facilitate the delivery of the Department of Tourism & Parks Operator Self-Service and Intercept Programme service.
- Assist with program offerings and special events. To plan and implement a variety of special events and activities (i.e. fitness activities, social events, educational workshops, etc.) that are essential to personal health and enhance quality of life.
- Assist with the planning and offering of the 55+ Summer Club events & activities.
- Complete training to lead educational nature sessions to small groups in the Gateway Trails.
- Provide support to youth, adult, older adult & community events, and activities that may be offered by the Department or through partnerships with other organizations.
- Assist with community events such as the weekly Summer Concert Series.
- Perform other duties relating to the position.

QUALIFICATIONS REQUIREMENTS

This position requires persons able to work for several hours with minimal supervision. Persons applying for this position should be able to converse in both official languages and have a good knowledge of the Maritime Provinces. Communication skills and good public relations are also required. A valid Driver's License is required.

HOURS OF WORK

The duration of this position will be from mid-May to the long weekend in September. Daytime and evening shifts are required. The Visitor Information Centre is open 7 days a week.

RATE OF PAY

\$18.00/ hr for 35 hours per week

EDUCATION & EXPERIENCE

Minimum entering 2nd year post-secondary. Experience dealing with customers or the public is an asset.

APPLYING FOR THIS POSITION

A *Summer Casual Application* form must be completed in full and returned **no later than 4:30pm on 7 March 2025**. You may also attach a résumé.

Please return to:

Town of Oromocto Municipal Offices
4 Doyle Drive
Oromocto, N.B.
E2V 2V3

Or by email: hr@oromocto.ca

Thank you for your interest, however only those candidates selected for an interview will be contacted.