

*Town of Oromocto  
Recreation and Tourism Department*

## **VISITOR INFORMATION COUNSELLOR**

**FUNCTION:** To provide information services to tourists; answering questions on tourist attractions, lodgings, and accommodations; providing direction; and distributing brochures, maps and pamphlets where required. To promote various special events and attractions that will provide direct economic benefits to the community.

**RESPONSIBLE TO:** Facilities, Culture & Tourism Officer through the VIC Supervisor

### **RESPONSIBILITIES:**

1. Maintain the Visitor Information Centre with a complete supply of brochures, pamphlets, maps and other material necessary to operate effectively.
2. Wear appropriate clothing as outlined by the supervisor.
3. Keep a daily record of the number of visitors to the Visitor Information Centre, time and date of the visit, request made and destination.
4. Ensure the general cleanliness of the Visitor Information Centre.
5. Attend the training seminars that will assist in improving knowledge or abilities about the position.
6. Perform other related duties as outlined by the Facilities & Tourism Officer.

### **DESIRED EDUCATION AND SKILL 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 and good public relations are also required.

### **REPORTABILITY:**

The Visitor Information Counsellor shall submit a monthly report to the Facilities, Culture & Tourism Officer outlining visitation statistics, problems, and an evaluation of the effectiveness of the operation. Proof of full COVID vaccination required.

**RATE OF PAY:** \$15.00/ hour



*Recreation & Tourism student casual positions require that the applicant be a full-time student in the 2022-23 school year and entering or currently enrolled in a post-secondary institution for Fall 2023, or as defined by a third-party employment funding program. Confirmation of enrolment will be required.*

