

# TOWN OF OROMOCTO - RECREATION AND TOURISM 2020 SUMMER STUDENT CASUAL EMPLOYMENT

## Visitor Information Centre Supervisor

*Applications for this summer student position(s) within the Recreation and Tourism Department will be received at the Oromocto Municipal Offices until **4:00 pm, Friday, 10 April 2020.***

**Minimum Qualifications:** Entering Second Year of University or Equivalent; 1-2 seasons of VIC Counsellor experience, or equivalent staff training and supervision.

**Assets:** Current driver's license; The ability to converse in both official languages.

**Function:** To train, motivate and evaluate the VIC Counsellor position, and oversee the complete Visitor Information Centre operation, liaise with local industry partners.

**Responsible to:** Facilities & Tourism Officer.

**Responsibilities:** Maintain the Oromocto Visitor Information Centre with a complete supply of brochures, pamphlets, maps, and other material; Develop a training week and in-service training opportunities for staff; Ensure that staff maintain a daily record of the number of visitors and submit data to Supervisor monthly; Ensure that staff maintain the general cleanliness of the Oromocto VIC; Attend training seminars as required; Liaise with local industry partners and ensure literature distribution to significant venues within Oromocto; Maintain literature kiosks; Create and maintain a 3-person shift schedule for the summer and deal with any employment related issues as they arise; Facilitate the delivery of the Department of Tourism & Parks Operator Self-Service and Intercept Programme service; Develop a month-end and season-end report; and perform other duties relating to the position.

Applications are  
available at the  
Oromocto  
Municipal Offices  
4 Doyle Drive or  
online at  
[www.oromocto.ca](http://www.oromocto.ca)



*Recreation & Tourism student casual positions require that the applicant be a full-time student in the 2019-20 school year and entering or currently enrolled in a post-secondary institution for Fall 2020, or as defined by a third party employment funding program. Confirmation of enrolment may be required.*

*Only candidates selected for an interview will be contacted.  
All positions are funding dependent. As a result, some advertised positions may not be filled.*

