

VISITOR INFORMATION SUPERVISOR/ EVENT COORDINATOR

CLOSING DATE: 4:00pm on Friday, March 22, 2024

As part of our Tourism team, you will help oversee a small staff that 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.
- Develop a training week and in-service training opportunities for the VIC Counsellor staff.
- Ensure that VIC staff maintains 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 that staff maintain 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.
- Maintain literature kiosks on a weekly schedule.
- Create and maintain a 4-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.
- Assume the role of VIC Counsellor when required.
- Develop a month-end and season-end report and forward to the Facilities & Tourism Officer prior to employment end.

- 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.

EDUCATION & EXPERIENCE

Minimum entering 2nd year post-secondary with 1-2 seasons of VIC Counsellor experience, or equivalent staff training and supervision.

APPLYING FOR THIS POSITION

A *Summer Casual Application* form must be completed in full and returned **no later than 22 March 2024**. 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.