



THE CORPORATION OF THE VILLAGE OF ALERT BAY

15 Maple Road- Bag Service 2800, Alert Bay, British Columbia V0N 1A0

TEL: (250)974-5213 FAX: (250) 974-5470

Email: officeclerk@alertbay.ca Web: www.alertbay.ca

SUMMER EMPLOYMENT **OPPORTUNITY**



Visitor Centre Summer Worker

- Reports to the Visitor Centre Manager
- Provides accurate and detailed information to the public, in person and otherwise
- Maintains the Visitor Centre appearance inside and out, including some grounds keeping
- Keeps daily records of visitor statistics.
- Updates local information pamphlets, maps and guides as required.
- Maintains a professional, courteous and cheerful attitude at all times
- Assists Manager when required
- Assists with any other tasks that may be assigned from time to time

Candidates must be:

- 16 years of age or older;
- Enrolled in Secondary or Post-Secondary institution;
- Enjoy working with the public;
- Capable of working with minimum supervision;
- Be a good team player.

Two 8 week positions

(June 28- September 6)

28-35 Hours per week (includes weekends)

Interested candidates should apply with a resume or letter of application addressed to:

Norine Smith, Visitor Centre Manager email : info@alertbay.ca

15 Maple Road

Bag Service 2800

Alert Bay, BC V0N 1A0

Application deadline 3:00pm June 22, 2015

