



Visitor Information Centre Tourism Counsellor

Hampton, P.O. Box 1066, Hampton, NB, Canada E5N 8H1
 Tel: 506-832-6065 • e-mail: info@hampton.ca

Job Title:	Seasonal Tourism Counsellor, Visitor Information Centre
Reports To:	Director Economic Development & Tourism
Application Deadline:	March 31, 2023, 4:30 pm
Start Date:	Positions start between May 15, 2023 and June 26, 2023
Job Summary:	<p>You are responsible to greet the public and give the best possible visitor recommendations, drawing on your knowledge of local, regional, and provincial tourism activities; provide clear travel directions using provincially designated route and exit numbers. You must be able to provide service in both English and French.</p> <p>The V.I.C. is open seven days a week; must be able to work flexible hours including evenings and weekends.</p>
Job Duties:	<ul style="list-style-type: none"> • Give information and travel advice for local, regional, and provincial destinations • Serve the general public in both official languages • Conduct sales in the onsite Gift Shop • Daily cleaning and upkeep of interior and exterior of facility
Education and Certification	<ul style="list-style-type: none"> • High school or post-secondary students • Valid NB Driver's License is an asset • French Language Proficiency Certification of <i>Intermediate</i> or higher is an asset
Requirements:	<ul style="list-style-type: none"> • Excellent directional knowledge, and knowledge of NB tourism • Knowledge of Hampton attractions, restaurants and accommodations is <u>essential</u> • Candidates fluent in both official languages will be given priority • Good communication and interpersonal skills • Team player and supportive of all staff in accomplishing goals • Honest, hardworking, organized, energetic, and customer focused • Good mental math skills for cash handling • Able to handle issues/concerns in a positive manner • Staff must follow Safety Policy and NB Workplace Health and Safety Act
Training & Work Conditions:	<ul style="list-style-type: none"> • Must attend online training hosted by the Department of Tourism, Accommodation / Attractions training in Saint John Region, as well as staff orientation on Saturday, May 6th (training sessions are paid hours) • 37.5 hours/week, between 9:00am – 7:00pm, on a rotating schedule • Must be available to work some evenings, weekends, statutory holidays, including Canada Day, July 1st • Business casual dress code • Work site is a public facility monitored via video surveillance • Front-line position



Date Received: _____

Seasonal Employee Application Form – VIC Tourism Counsellor

****Please complete this form in full and include it with your cover letter and resume.**

Personal Data

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Requested Time Off (if required): _____

Education, Certification and Training

Highest Level completed: _____

Year Completed: _____

Name of Academic Institution: _____

Languages: (Please check all that apply)

Spoken:

- English
- French
- Other (please specify)

Written:

- English
- French
- Other (please specify)

Training: (Please list any training that you have received which would be beneficial to this position)

Certification: (Please list all current certifications, date earned, and expiry date)

<u>Certification</u>	<u>Date Earned</u>	<u>Expiry Date</u>
French Language Proficiency Certificate Level _____	_____	_____
Workplace Standard First Aid _____	_____	_____

Some positions are only available due to funding from the Federal and Provincial student grant programs.

Were you a fulltime student in the spring of 2023? YES ___ NO ___

Are you returning to fulltime studies in the Fall of 2023? YES ___ NO ___

By my signature on this application, I:

- a. Authorize the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment.
- b. Affirm that the above information is true to the best of my knowledge.

Signature: _____

Date: _____

References

Please list three references who are not members of your family.

1. Name:	Number:
Relationship:	Email address:
2. Name:	Number:
Relationship:	Email address:
3. Name:	Number:
Relationship:	Email address:

NEXT STEPS:

- ✓ Submit this **application** along with a **cover letter** and **resume** to hr@hampton.ca. Applications can also be delivered in person to the Town Hall, 648 Main Street, Hampton NB.
- ✓ Applications are due no later than **4:30pm, March 31st**.
- ✓ Interviews will be held in April. Only those selected for an interview will be contacted.

Hampton is an equal opportunity employer. It is our practice to evaluate all candidates on their ability to perform the work tasks and provide accommodation when needed. We try to match employees with their interests, abilities and future career objectives providing valuable work experience.