



EMPLOYMENT OPPORTUNITY

Internal Posting - *Pending Funding

Visitor Information Officer – Gchi Waaswaaganing (Contract)

Posting Date: May 11, 2018

Closing Date: May 17, 2018 12 Noon

Position Summary:

Based out of Gchi Waaswaaganing (*Visitor Information Centre located off Highway 17 between Biigtigong Nishnaabeg and the Town of Marathon*) and under the guidance of the Culture, Heritage and Tourism Manager, the Visitor Information Officer (VIO) will supervise activities, programming and staff for the summer tourism season and assist with the closing of the season of Gchi-Waaswaaganing. The VIO will be responsible to undertake duties assigned by the Culture and Tourism Manager to ensure a successful season and to be an Ambassador of Biigtigong Nishnaabeg.

Duties & Responsibilities:

- Will organize and plan events and programming for the summer tourism season at Gchi-Waaswaaganing (Visitor Information Centre);
- Maintain a high level of product and service knowledge;
- Interact with visitors and guests who visit the centre on a daily basis and maintain visitor statistics;
- Communicate with artists and artisans, Elders, invited guests and presenters;
- Supervise the summer students employed at the Centre during work hours;
- Create work schedules and work plans for VIC summer students;
- Inventory and supply checks and ordering of additional supplies;
- Assist in developing new programming and enhance artisan participation in the centre;
- Update advertising bulletins, social media sites and promotion advertisements;
- Provide weekly updates to Culture, Heritage and Tourism Manager;
- Oversee facility rentals, clean up and file management;
- Assist the Culture and Tourism Manager in preparing end of season report;
- Provide assistance to close Centre at the end of season;
- Any other duties related to the Centre or assigned by the Manager.

Qualifications or Essential Skills:

- Customer service experience an asset;
- Willingness to learn new skills and motivated to take on new challenges;
- Excellent communication skills and positive personality;
- Ability to supervise a primarily youth staff;
- First Aid/CPR and WHMIS certifications;
- Works well in a team oriented environment;
- Great organizational and problem solving skills;
- Knowledge of history, values, and stories of Biigtigong Nishnaabeg and willingness to share with visitors;
- Knowledge of Microsoft Office including Excel, Word and Outlook;
- Requires a flexible work schedule (evenings and weekends) where needed;
- Applicant preferred to be over 19 years of age;
- A valid driver's license and access to vehicle is preferred.

Duration: May 22, 2018 – October 5, 2018

Rate of Pay: \$19.00/Hr - 35 hours per week - 20 week contract

Please forward your cover letter and resume to:

Debi Bouchie
Director, Operations - Biigtigong Nishnaabeg
78 Pic River Road
Heron Bay, ON P0T1R0
debi.bouchie@picriver.com

Deadline for applications: 12:00 pm – May 17, 2018

Miigwetch to all applicants, however, only those selected for an interview will be contacted.