



Job Title:	Tourism Coordinator
Employment period:	37.5 hrs/week from July 5 to August 18, 2023
Rate:	\$15.50 per hour
Department:	Community Services
Reports to:	Economic Development & Communications Officer
Last Revised:	April 18, 2023

PURPOSE OF THE POSITION:

The Township of North Glengarry is seeking a summer Tourism Coordinator to work for the Community Services Department - Economic Development from July 5 to August 18, 2023. The successful candidate must be able to work independently with minimal supervision. This position requires the use of computers.

To be considered for the summer Tourism Coordinator position with the Community Services Department in the Township of North Glengarry, you must be:

- **A minimum age of 16 as of May 1, 2023, not yet reached the age of 25 upon commencement of employment or up to 29 years of age for persons with a disability, within the meaning of s.10 of the Ontario Human Rights Code, R.S.O. 1990, c. H.19, as amended from time to time;**
- **Registered as a full-time student during the preceding academic year, 2022 to 2023;**
- **Registered as a full-time student with the intent to return to school on a full-time basis during the next academic year, 2023 to 2024;**
- **You must be living in the province of Ontario during the term of employment;**
- **You must be legally entitled to work in Canada and have a valid Social Insurance Number (SIN) upon being hired;**

Funding for this position is part of the Government of Ontario's Summer Employment Opportunities Program known as the 2023 Summer Experience Program.

KEY DUTIES AND RESPONSIBILITIES:

- Maintains effective and co-operative liaison with other department staff and deals with all contacts in a courteous, friendly, and efficient manner to promote a high standard of customer service and public relations at all times.
- Works with Economic Development staff to:
 - Respond to inquiries and provide regional visitor information.

- Attend tourism events, such as Meet me on Main Street, tradeshow, local activities such as the Glengarry Highland Games and the Maxville Fair to promote the municipality's educational cultural, recreation and entertainment opportunities.
- Install displays and distribute promotional material during events.
- Record data related to visitor attendance at events.
- Assist in developing and delivering presentations to stakeholders.
- Produce digital content that will engage audiences on social media platforms.
- Contribute to market research and the development of new tourism events.
- Participate in the development or review of various informational documents, and reports for tourism stakeholders.
- Follows all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Other duties as assigned, including assisting other service areas when required.

POSITION QUALIFICATIONS:

- Work may include evening and/or weekend hours as required; ability to travel within North Glengarry is required.
- Ability to work as part of a team, manage time effectively in order to work on a number of projects and tasks simultaneously, and prioritizing accordingly.
- Good problem-solving skills.
- Knowledge of health and safety practices including WHMIS and current standard First Aid CPR Certificate are an asset (to be obtained within 6 months).
- Ability to interact effectively and courteously with all levels of staff and contacts in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers.
- Knowledge of basic computer functions.

OTHER REQUIREMENTS:

- Valid class G driver's license & access to a personal vehicle would be an asset.
- Willingness to work flexible hours as required including some evenings and weekends. Working conditions may include outside work.
- French and English (oral and written) would be considered assets.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request.

Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.

The Township welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.