



VILLAGE OF  
**VALEMOUNT**

*Let the mountains move you*

The Village of Valemount is seeking multiple applications for the position of Visitor Information Centre Counsellors for the 2018 season. Reporting to the Visitor Information Centre Supervisor, this position identifies a visitor's needs, offering information and selling tourism products and services.

- Identify information needs in support of visitor requests and encourage new and return visits
- Provide accurate information to visitors regarding destinations, transportation, accommodation, etc., options and costs, and suggest suitable products in the community, region or province via mail, phone, email and in person
- Assist individuals or groups to organize vacation/travel plans
- Promote and sell tourism products and services
- Ensure visitor understanding of information provided
- Make accommodation, activity, etc., reservations using computerized reservation (and ticketing system if available)
- Distribute promotional materials and update as necessary
- Gather and record statistical information related to each visitor party
- Post current information of interest to visitors such as Tourist Alert, road, ski and weather reports
- Stock and sell retail merchandise and handle cash transactions
- Cash out and balance of float, and inventoried items for sale
- Maintain brochure racks and ensure adequate inventory is always on hand
- Gather information and develop new resources

The successful candidate will have the following:

Qualifications:

- Excellent interpersonal and telephone skills
- Work well under pressure and demonstrate initiative
- Resourceful and have excellent knowledge of the local area and tourism opportunities within the local community and throughout British Columbia

These positions will work varied hours, days and may include shift work. Wages will be proportionate to qualifications and experience.

Applications can be submitted via email to [dof@valemount.ca](mailto:dof@valemount.ca) or by mail to the Director of Finance, Village of Valemount, PO Box 168, Valemount, BC, V0E 2Z0, and will be accepted until Friday, February 16, 2018 @ 12:00 noon. Selected candidates must be available for interviews on February 26<sup>th</sup> and 27<sup>th</sup>, 2018. Estimated start date will be mid-April. Required training will be provided during this time.

[www.Valemount.ca](http://www.Valemount.ca)