

## Tourism Information Officer

### **Role**

The Tourism Information Officer delivers visitor information in person, by telephone, email, fax and mail in a professional manner. Duties include: assisting visitors with the selection of attractions, accommodations, events, etc.; maintaining display shelves with up-to-date tourism brochures and information; and recording and reporting visitor statistics.

### **Qualifications**

- 2017 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- Post-secondary education is considered an asset
- Knowledge of the St. John's tourism product
- Excellent communication skills
- Ability to work with the public in a professional manner
- Ability to work independently
- Conversational French considered an asset

### **Additional Qualifications (Provided free for successful candidates)**

- Standard First Aid
- Basic Cardiac Life Support (CPR level C)

### **Period of Employment**

- June 19 – September 9, 2017
- Opportunity for Fall employment

### **Rate of Pay**

\$13.96 per hour (Up to 40 hours per week)

# ST. JOHN'S

## **COMMUNITY SERVICES ASSISTANT – LOGISTICS**

### **Role**

The Community Services Assistant - Logistics will be responsible for assisting the Fieldworker II with the operational and logistical support services for the upcoming summer season. Duties will include control and distribution for summer program equipment and supplies, as well as assisting in the delivery of special events.

### **Qualifications and Requirements:**

- 2017 Royal Newfoundland Constabulary (RNC) Certificate of Conduct
- 2017 Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check
- A minimum of one (1) year post-secondary education.
- Experience working with MS word, Excel and PowerPoint would be an asset
- Familiar with various recreation equipment
- Familiarity with City of St. John's Recreation Division summer program operations and activities would be an asset
- Basic Cardiac Life Support (CPR Level C) (Valid until September 2, 2017)
- Standard First Aid (Valid until September 1, 2017)
- Valid Class 5 Drivers License (**must be age 21 or over to meet rental vehicle policy requirements**).

### **Hours of Work:**

Monday – Friday 9:00 a.m. – 4:30 p.m. (some flexible scheduling may be required).

### **Rate of Pay:**

\$14.67 per hour

### **Period of Employment:**

June 19 – September 1, 2017

*The City of St. John's is an Equal Opportunity Employer and is committed to the employment of a qualified workforce which reflects the community's diversity.*

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