

JOB OPPORTUNITY

CITY OF MEADOW LAKE SUMMER STUDENT POSITION TOURIST BOOTH ATTENDANTS (2)

Term of Employment: Full-Time Seasonal

Rate of Pay: \$12.75/Hour

Start Date: Wednesday, May 17, 2017*

End Date: Friday, September 1, 2017

*Students who are unable to start full time until July are still encouraged to apply, please indicate this on your application

QUALIFICATIONS

- Must be neat in appearance with good written and oral communication skills.
- Must have the capability of effectively and tactfully dealing with the public.
- Must have some cash handling experience in a public use facility environment.
- Must have some computer knowledge including Microsoft Word & Excel.
- Must have strong knowledge of the community including: City of Meadow Lake, RM of Meadow Lake, Meadow Lake Provincial Park and other local attractions.
- Must have the ability to work independently.

DUTIES

- Greet visitors and tourists.
- Conduct tours of the Museum.
- Provide visitors and tourists with directions and information on local and surrounding attractions.
- Provide information on upcoming events (local and area).
- Issue campsite permits and collect payments (cash/debit/Visa/MC).
- Record permits on a spreadsheet and prepare deposits when needed.
- Janitorial Duties (Tourist Center Building and Lion's Park).
- Some typing duties may also be assigned.
- Must be willing to work weekends.

Interested applicants are invited to submit their complete resume by May 8th to:

Jessica Walters

City of Meadow Lake

Box 610, 120-1st Street East, Meadow Lake, SK S9X 1Y5

Phone: (306) 236-3622

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Email: cityclerk@meadowlake.ca