

## TOURISM INFORMATION GUIDE

### **JOB DESCRIPTION**

#### **EXPERIENCE**

- Knowledge of local area
- Experience serving people
- Bilingualism an asset
- Personal travel experience in Ontario, specifically the local region
- Must be enrolled in secondary or post-secondary education

#### **EMPLOYMENT TERM**

July-August

#### **DAYS PER WEEK**

Varies (approximately 35hrs/week)

#### **GENERAL ACCOUNTABILITY**

Community Programmer

#### **DUTIES**

- Welcome visitors in a warm, friendly and professional manner
- Assist the museum volunteers in cataloguing historical artifacts and creating displays
- Encourage visitors to explore our region
- Develop knowledge of local and regional attractions, events, businesses and services
- Set-up displays and brochure racks in a neat and accessible manner
- Create attractive and engaging posters, brochures and media posts
- Collect visitor statistics
- Distribute travel literature, assist tourists with directions, maps and answer questions
- Develop programming and assist with special events to encourage more visitors to the museum/tourist information center
- Assist tourists in planning itineraries and provide information on fishing, hunting, and camping in region
- Other duties as assigned by the Community Programmer

**If interested, please submit your resume and cover letter to:**

Cindy Fairbrother  
Community Programmer  
1 Mississauga Drive  
P.O Box 910  
Manitouwadge, Ontario  
[programmer@manitouwadge.ca](mailto:programmer@manitouwadge.ca)



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*We thank all applicants who apply for this position but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, .S.O. 2001, c. 25 and will only be used for candidate selection. The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and work environment. We will accommodate the needs of applicants under the **Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA)** throughout all stages of the recruitment process. Please contact the Clerk's Department at [clerk@manitouwadge.ca](mailto:clerk@manitouwadge.ca) if you require assistance.*