



## EMPLOYMENT OPPORTUNITY

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# TRAVEL AMBASSADOR (SEASONAL SUMMER STUDENT)

### POSITION SUMMARY

Travel Ambassadors main priority is ensuring that all visitors to the park are warmly greeted and assisted in their visit and travels, along with collecting data. Travel Ambassadors are also responsible for handling of cash, issuing receipts and balancing cash for the Visitor Information Centre.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community and must serve the public with courtesy and respect.

As an employee, this individual shall establish and maintain a good working relationship with employer(s), supervisors, coworkers, and all Town staff. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information.

### DUTIES & RESPONSIBILITIES

- Greet all visitors/residents with a friendly demeanor and act as an ambassador of the Town of Vegreville
- Answer telephone and in person inquiries regarding services, facilities, and attractions in Vegreville and the surrounding area
- Greet campers, book campsites, and collect campground fees.
- Book and facilitate recreational activities like mini golf and paddle boats.
- Cashier duties; cash handling, balancing, deposits, sale of giftware and snacks.
- Stock/organize display units for giftware, concession items, brochures, and other publications
- Handle complaints or concerns and required
- Janitorial maintenance of the caboose, washrooms, and reception area on a daily basis
- Work with Tourism Department on events and opportunities within the park
- Collect visitor information and meta-data

### QUALIFICATIONS & KEY COMPETENCIES

- Minimum Grade 10 education
- Valid Class 5 Alberta Operators Licence
- Organized and self-motivated; able to work with minimal supervision
- Outgoing, courteous, friendly
- Creative and innovative
- Excellent customer service skills
- Knowledgeable of Vegreville and area businesses, events and locations
- Flexible availability

**Position available until suitable candidate has been found. To apply, email your resume and cover letter to [employment@vegreville.com](mailto:employment@vegreville.com).**

**Thank you to all that apply. Only those selected for an interview will be contacted.**