

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

- Royal Newfoundland Constabulary (RNC) Certificate of Conduct – Dated 2019
- 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 17 – September 2, 2019
- Must be available to attend mandatory training beginning on June 12, 2019
- Opportunity for Fall employment

Rate of Pay

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

ST. JOHN'S

Community Services Assistant

Role

The Community Services Assistant will be responsible for assisting departmental staff with operational services for the upcoming summer season. Duties include: control and distribution/delivery for summer program equipment and supplies, as well as assisting in the delivery of special events.

Qualifications and Requirements:

- Royal Newfoundland Constabulary (RNC) Certificate of Conduct – Dated 2019
- Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check – Dated 2019
- Valid Class 5 Drivers License (**must be age 21 or over to meet rental vehicle policy requirements**)
- High School Diploma
- Ability to perform labor intensive tasks such as lifting/moving equipment related to recreation programs and special events. The incumbent must be able to lift a minimum of 25 pounds.
- Applicants must be self motivated and able to carry out responsibilities in an independent manner.
- Ability to carry out verbal and written instructions accurately and quickly
- Ability to maintain effective communications and cooperation with all levels of staff, participants and the general public.
- Must be comfortable driving for extended periods within St. John's
- Familiarity with City of St. John's Recreation Division summer program operations and activities would be an asset

Additional Qualifications (Provided free for successful candidates)

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

Period of Employment:

- June 17 – August 30, 2019
- Must be available for mandatory training starting June 11, 2019

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

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