



Weekend Tourism Ambassador

The Carleton Place & District Chamber of Commerce is now accepting applications for the weekend position of Tourism Ambassador.

The successful candidate would need to be organized, reliable, have a positive attitude, and able to work independently. This position is ideal for (but not limited to) students. Schedule would be one day per weekend (approximately 4 days per month) with the possibility of extra hours during busy months.

Requirements

- » Knowledgeable about Carleton Place and area, including tourism assets
- » Intermediate computer skills and experience with Microsoft Word and Excel
- » Available weekends including March Break

Duties

- » Greet and assist visitors, provide information on local events, attractions, town history, etc.
- » Track visitors and compile statistics
- » Process gift shop sales
- » Maintain information guides and brochures
- » Provide light administrative support and perform general office duties
- » General cleaning tasks including vacuuming, dusting, garbage and bathrooms

Applicants are welcomed to send resume and cover letter to info@cpchamber.com or drop off in person at 170 Bridge St. (Information Centre and Moore House)