

Supervisor of tourist centers

Economic development, Marketing and Communications Service

POSITION PERIOD

Temporary, seasonal (8 months a year/40hrs weekly)

POSITION SUMMARY

As a Tourism Center Supervisor, you'll be at the heart of the Grand Falls tourism experience. You'll lead a dynamic team, deliver a memorable visitor experience and help showcase our beautiful region.

SKILLS AND COMPETENCIES

- **Bilingualism** : You must be fluent in both French and English, because the diversity of our visitors means we need to be able to communicate with each other in a warm and friendly manner!
- **Leadership** : You know how to inspire and guide your team while creating a positive and energizing work atmosphere.
- **Creativity and a sense of direction**: You've got ideas to spare to make each day more fun and memorable for visitors and your team!
- **Organization skills**: Just like a maestro, you know how to juggle administrative tasks and ongoing activities without losing your smile.
- **Passion for tourism** : You're motivated by the idea of sharing the history and treasures of our region with people from all walks of life.
- **Valid driver's license** : For travel between tourist centers and the campsite.

RÔLES ET RESPONSABILITÉS

- **Share your passion for our history and attractions**: You'll know our sights, local legends and the history of our region inside out, while guiding visitors on our exciting tours!
- **Educate and motivate your team**: You'll be responsible for training the tourist ambassadors, making sure they offer great and interesting information to every visitor.
- **Organize busy days** : From scheduling shifts to managing guided tours, you make sure that everything runs smoothly and that the experience is perfect for our visitors.
- **Be a leader in health and safety** : You will ensure that your team works in a safe and pleasant environment, following health and safety protocols.

- **Stay on top of the organization:** Accounting for deposits, managing inventory and compiling statistics don't scare you! You like to have everything under control while maintaining a light-hearted work atmosphere.
- **Make our spaces shine :** You'll oversee the cleanliness and organization of the centers, boutique and campsite, so that everything is perfect for our visitors. Every detail counts!
- **Handle the end of the season with great care:** As the summer draws to a close, you're there to supervise the closing of the centers and make sure everything is well organized and ready for the following year. And, of course, a final check-up with the Coordinator.

Horaire :

- Months of April, May, June, September and October: 10 h 00 – 18 h 00
- July and August months : 9 h 00 – 19 h 00
- Availability required for some week-ends based on needs.

Caution: The above statements reflect the characteristic elements of the job identified and are intended to describe the general nature and level of work performed and should not be regarded as an exhaustive enumeration of all responsibilities, duties, capabilities and inherent occupational requirements. All staff members may, from time to time, be required to carry out tasks outside the scope of their normal responsibilities, as and when required.