



Township of Huron Kinloss  
 Hours: 30 hours per week  
 Reports to: Business & Economic  
 Development Officer

Position: Tourism Office Summer Student

This position is to be a Tourism Ambassador for the Township of Huron-Kinloss and will be responsible for the daily operation of the Lucknow Tourism Office.

Responsibility	Tasks
Delivery of Service	Open and close the office as required.
	Update information on outdoor signage and responsible for placing sign outdoors when office is open and bringing inside when closed.
	Set-up and maintain displays and brochure racks in an organized, neat and accessible manner.
	Compile information packages as requested, including Music in the Fields.
	Keep an accurate record of visitor traffic and visitor information/brochures distributed (ie. Information requested the most)
	Responsible for all telephone, email, fax and mail correspondence.
	Maintain inventory of all stock, reordering of stock, restocking and replenishing stock.
	Maintain and keep all office directories, publications and listings current.

	Acquisition of photos/videos of community events and attractions.
	Assist with the administration of the Huron-Kinloss Ice Cream Trail™.
	Produce monthly and season end report
Team Work	Assist the Lucknow & District Chamber of Commerce as directed.
	Assist with Lucknow Sports Complex Facility Manager and Recreation Coordinator as required.
	Liaise with area tourism operators, businesses and attractions to ensure they are informed of all local happenings.
Public Relations/Customer Service	Trained to provide knowledge of the amenities, activities, attractions, events in the surrounding area to help promote the Municipality and to help inform visitors.
	Assist all visitors and residents with travel and tourism inquiries and all other related needs.
	Attend community events as deemed appropriate by supervisor to further promote the Municipality. (ie. Information kiosks at events, handing out brochures, taking photos.)
	Maintain and update social media website as requested.
	Update Tourism websites that the Township of Huron-Kinloss is associated with.
	Perform other duties as required.
Qualifications	College or University Student

Tourism Office Hours	Monday – Closed Tuesday – Closed Wednesday – 10:00a.m. – 4:00p.m. Thursday – 2:00p.m. – 8:00p.m. Friday – 2:00p.m. – 8:00p.m. Saturday 10:00a.m.-4:00p.m. Sunday 10:00a.m.-4:00p.m.  Victoria Day Canada Day Civic Day
----------------------	--

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.