



Township of Huron Kinloss
Hours Based on Needs of the Business
Reports to the Lighthouse Coordinator

Lighthouse Tour Guide
Open Availability Required

This position is responsible for delivering successful and informative tours of the Point Clark Lighthouse.

Responsibility	Tasks
Customer Service and Tourism	Welcome all visitors and locals to the lighthouse in a friendly and professional manner and manage the diverse interests and needs of our tourists in a positive manner
	Tour visitors through the lighthouse, providing interesting and educational information, in a pleasant and engaging manner
	Process sales of souvenirs, confectionary and clothing
	Assist with the children's program
	Act as an ambassador to residents and visitors
	Develop knowledge of local and regional attractions, special events, businesses and services in order to encourage visitors to experience what our community has to offer

	Distribute available literature, brochures, pamphlets and maps; providing information to assist tourists in their journey around our community
	Post the lighthouse signs, during hours of operation
	Ensure visitation and merchandise records are maintained and accurate
	Balance the cash receipts daily and create the deposits
	Secure outdoor signs and turn off all equipment (laptop, television, projector) at the end of the day.
Facility Maintenance	Completes housekeeping tasks such as vacuuming, dusting, cabinet cleaning, window cleaning etc. in the lighthouse and the museum
	Ensure the children's play area is tidy and safe throughout the day
Teamwork	Working cooperatively with others to ensure all required tasks are completed on a daily basis
Other duties as assigned	
Qualifications/Skills	<p>Basic mathematics and reading skills</p> <p>First Aid certificate</p> <p>CPR "C" with AED certificate</p> <p>Presentation skills</p> <p>Experience handling cash</p> <p>Experience with a POS system</p> <p>Experience dealing with the public</p> <p>Knowledge of the community and the region is an asset</p>

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.