



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	<p>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</p> <p>Tour visitors through the lighthouse, providing interesting and educational information, in a pleasant and engaging manner</p> <p>Process sales of souvenirs, confectionary and clothing</p> <p>Assist with the children's program</p> <p>Act as an ambassador to residents and visitors</p> <p>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</p>

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