

Position: Supervisor, Visitor Reception Centre (5 locations, 5 positions)

Classification: Clerk III (Office Hours)

Rate of Pay: \$17.99 - \$19.85 per hour

Range: Term May 17, 2010 – September 6 or 13, 2010, dependent upon location (specified below), full-time hours

Location: Fleming (1 position), Maple Creek (1 position), North Portal (1 position), Lloydminster (1 position), and Langenburg (1 position)

Tourism Saskatchewan is a market-driven, industry led partnership responsible for tourism activities on behalf of its stakeholders. We are seeking Supervisors for our five Visitor Reception Centres. The positions are:

Fleming – 1 position – full-time hours working 72 – 80 hours every two weeks. **Term:** May 17, 2010 – September 13, 2010, plus training dates from approximately May 12 – May 14, 2010.

Maple Creek – 1 position - full-time hours working 72 – 80 hours every two weeks. **Term:** May 17, 2010 – September 13, 2010, plus training dates from approximately May 12 – May 14, 2010.

North Portal – 1 position - full-time hours working 72 – 80 hours every two weeks. **Term:** May 17, 2010 – September 6, 2010, plus training dates from approximately May 12 – May 14, 2010.

Lloydminster - 1 position - full-time hours working 72 – 80 hours every two weeks. **Term:** May 17, 2010 – September 6, 2010, plus training dates from approximately May 12 – May 14, 2010.

Langenburg - 1 position - full-time hours working 72 – 80 hours every two weeks. **Term:** May 17, 2010 – September 6, 2010, plus training dates from approximately May 12 – May 14, 2010.

Reporting to the Visitor Services Supervisor, duties of this position include:

- Supervise Travel Counsellors at the Visitor Reception Centre including operations, scheduling and reporting.
- Provide leadership within the centre to ensure high standards of excellence are achieved.
- Prepare and make bank deposits as well as maintain other sales records.
- Ensure building is clean and welcoming to all visitors.

The successful candidate must have a minimum of one year's experience working as a Travel Counsellor in a Visitor Reception Centre. Attention to detail and strong organizational skills are also required. Training will take place Regina or Saskatoon on May 12 – May 14, 2010 (travel expenses are covered).

Please submit your resume in confidence by 5:00 pm, February 26, 2010 to:

Joan MacPhail
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