

Position: Travel Counsellor, Visitor Reception Centre (5 locations, 12 positions)

Classification: Clerk II (2 week averaging period)

Rate of Pay: \$15.80 - \$17.16 per hour

Term: May 17, 2010 – September 6 or 13, 2010, dependent upon location (specified below)

Location: Fleming (3 positions), Maple Creek (3 positions), North Portal (2 positions), Lloydminster (2 positions), and Langenburg (2 positions)

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

Fleming – 3 positions – all less-than-full-time hours; 1 position working approximately 60 hours every two weeks; 2 positions working approximately 40 hours every two weeks. **Term:** May 17, 2010 – September 13, 2010, plus training dates from approximately May 12 – May 14, 2010.

Maple Creek - 3 positions – all less-than-full-time hours; 1 position working approximately 60 hours every two weeks; 2 positions working approximately 40 hours every two weeks. **Term:** May 17, 2010 – September 13, 2010, plus training dates from approximately May 12 – May 14, 2010.

North Portal – 2 positions – both less-than-full-time hours; both positions working approximately 42 hours every two weeks. **Term:** May 17, 2010 – September 6, 2010, plus training dates from approximately May 12 – May 14, 2010.

Lloydminster - 2 positions – both less-than-full-time hours; both positions working approximately 42 hours every two weeks. **Term:** May 17, 2010 – September 6, 2010, plus training dates from approximately May 12 – May 14, 2010.

Langenburg - 2 positions – both less-than-full-time hours; both positions working approximately 42 hours every two weeks. **Term:** May 17, 2010 – September 6, 2010, plus training dates from approximately May 12 – May 14, 2010.

Working with the Supervisor at the Visitor Reception Centre and reporting to the Visitor Services Supervisor, duties of this position include:

- Perform travel counselling duties for all visitors at the Visitor Reception Centre.
- Promote Saskatchewan and Saskatchewan tourism products with a positive attitude and helpful disposition.

- Maintain various paper records within the centre.
- Perform cleaning duties in the centre.
- Handle retail sales transactions.

The successful candidate must have tourism related experience or experience working directly with the public. Knowledge of tourism products in the area of the Visitor Reception Centre is also required. The successful applicant will also have previous sales experience and be personable with above average public relations skills. 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:

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