

## Grand Manan Visitor Information Supervisor/Councillor

The Visitor Information Supervisor/Councillor will communicate with the daily visitors in a professional, knowledgeable and courteous manner. This position will require the student to provide general information on facilities, services, events and attractions around the island either with firsthand knowledge or by providing maps, brochures and other information to visitors. We will ask that he/she create and maintain a working relationship with local businesses so we may gather promotional material from them and promote their business and/or attraction properly. He/she will also be expected to record and report attendance figures and ask visitors how they come to learn of Grand Manan Island.

Hours of operation at the Visitor Information Center will be 9:00 am – 8:00 pm. There will be two shifts:

9:00 am – 5:00 pm with a 30 minute lunch break @ 12:30 pm

12:00 pm – 8:00 pm with a 30 minute lunch break @ 4:30 pm

The Student will be given an information package on the Work Safe NB Materials provided.

Brief duties of the Visitor Information Councillor:

1. Report to work and be ready to begin your shift on time.
2. Will be required to assist other VIC workers if need be
3. Keep the Visitor Information Centre area clean and tidy at all times
4. When arriving to work in the morning the student must ensure all doors are unlocked
5. Before leaving work at night the student must ensure all doors are locked
6. Visitor Information sign and flag must be put out in the morning and taken in at night
7. A summer work schedule will be given to staff at the start of the season. Staff is expected to work their scheduled shifts unless prior arrangements have been made with the Village Office
8. Staff requesting "time off" their work schedule will be responsible to have their shift covered. This change has to be approved by the Village Office. \*Taking "time off" does NOT necessarily mean the hours lost will be made up at a later date.