

# Scugog Tourist Information Centre

## Job Posting - Tourism Associate

### Public Relations:

As the main point of contact during weekend hours, the Tourism Associate will represent the Township of Scugog, Port Perry BIA and Scugog Chamber of Commerce in a professional, friendly and welcoming manner. Specific duties will include:

- Welcoming visitor, residents and prospective new businesses.
- Acting as an ambassador for the Township, SCC and BIA.
- Liaison with Region of Durham Tourism Coordinator and Township staff to assist with implementation of the Township of Scugog Community Tourism plan.
- Answering all phone enquiries regarding Tourism related to the Township of Scugog, Chamber and BIA.
- Directing inquiries to the correct organization, business or individual; taking messages for Tourism Scugog, the Port Perry BIA and the Scugog Chamber of Commerce.
- Creating and distributing tourist information packages.
- Creating re-location packages for new individuals moving into the area.

### Marketing & Tourism:

The Tourism Associate will liaise with the Township of Scugog, and assist the Port Perry BIA and Scugog Chamber of Commerce with on-going marketing and promotion.

Duties may include:

- Preparing draft content for the Tourism Scugog website for approval and use by the Township & Tourism committee.
- Preparing regular reports regarding the Visitor and Business Centre for Council- including trends, issues, statistics.
- Updating mailing lists, including email databases.
- Researching and inputting events into the Scugog Tourism event listings.
- Assisting in marketing the Township on the weekends, especially when events are happening.

### General Duties:

The Tourism Associate will maintain a clean and tidy workspace and Visitor Centre, by:

- Light cleaning and tidying of the visitor centre (vacuuming, dusting etc). Cleaning the main floor bathroom and making a note of any supplies that have run out.
- Re-stocking brochures and information.
- Sweeping the front porch and watering any planters.

### Requirements:

- Demonstrated familiarity with Port Perry and the Township of Scugog.
- Proficiency with Microsoft Word, Excel, Facebook, Instagram, Twitter.
- Valid First Aid Certificate or willingness to obtain.
- As per required.

250 Queen Street, P.O. Box 1282, Port Perry, Ontario L9L 1B9  
TELEPHONE: 905-985-4971 • FACSIMILE: 905-985-7698