



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

INFORMATION SERVICES ASSISTANT (STUDENT)

The Township of Centre Wellington is now accepting resumes for a Part Time Information Services Assistant (Student) position at the Elora Tourist and Information Centre. The Information Services Assistant effectively delivers tourist and community information to all visitors, residents, and tourism partners of the local community.

JOB REQUIREMENTS:

The successful candidate will be required to work a variety of hours and shifts including weekends, evenings, and holidays. Reporting to the Tourism Coordinator, the successful candidate will be responsible for providing visitor and community information. Effective customer service and communication skills, as well as the ability to work with minimum supervision is required.

Ability to speak professionally and confidently in both English and French would be considered an asset.

QUALIFICATIONS:

- Currently enrolled in High School Diploma program or completed High School Diploma.
- Excellent knowledge of Elora, Fergus, Centre Wellington, and Wellington County.
- Ability to work 14 to 18 hours per month, and 1 to 2 weekends per month.
- Hours will fluctuate between seasons, based on Tourism levels in the Township.
- General knowledge of community events in Centre Wellington.
- Knowledge of Community Service operations, its program and facilities, local attractions, visitor enquiries, and recognizing appropriate persons to contact for assistance and connection between Township and community activities and events.
- Excellent knowledge of applicable computer software and programs, and basic office administration skills.
- Ability to work alone, independently, and as part of a team.
- Communications and public relation skills and ability to convey a welcoming tone to telephone enquiries and visitors.
- Excellent customer service skills.

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora ON N0B 1S0
via email: careers@centrewellington.ca

Deadline to Apply: Friday, August 5, at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.