

Employment Opportunity

Tourism Information Officer Summer Student Position

Bilingual Summer Student 8 Week Contract Position (June 29th – August 30th) with extended part-time hours in the fall

Overview:

The Tourism Information Officer will support the day-to-day operations of the Visitor Centre, located at 10 King Street East. The successful candidate will provide accurate and engaging information to visitors about regional attractions, special events, accommodations, and local businesses, while delivering a high standard of customer service and hospitality.

Qualifications:

- Must be currently enrolled in secondary or postsecondary education
- An understanding of the tourism and travel industry
- Extensive knowledge of local attractions, events and tourism services
- Strong written, verbal and interpersonal skills
- Detail oriented with excellent research and organizational skills
- Strong work ethic
- Demonstrated proficiency in Microsoft Office applications
- Ability to work independently
- Must be fluent in English and French

Work Environment:

- The workweek is to be determined (up to 40 hours a week)
- Evening and weekend work is required
- This position requires a person who can work as part of a team and independently, multi-task and work in a busy, sometimes busy, environment
- Must be able to provide customer service to the public in a friendly, respectful and helpful manner on a regular basis while carrying out related tasks.

The starting wage for this position is minimum wage \$17.20/hr. Applications must clearly indicate Tourism Information Officer. Interested applicants should apply in confidence no later than: **Friday, March 20, 2026 at 4:00 P.M.** to the attention of:

Human Resources, Town of Gananoque, 30 King Street East, Gananoque ON, K7G 1E9
Phone: 613-382-2149 or Email: hr@gananoque.ca

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected and will be only used for the purpose of the candidate selection. The Town will provide accommodation for individuals with accessibility needs.