

**Position Title:** Coordinator Tourism Services-Government      **Hours/Week:** 35

**Reports To:** Manager of Community Economic Development      **Department:** Economic Development

**Service Area:** Community & Corporate Services

**Last Updated:** February 2022      **Association:**

**General Purpose of the position:** To develop promotional materials, provide information to residents and visitors, promote the community during tourism season and at special events.

**Functional Duties:**

1. Provide high standard of customer service to tourists and visitors. Provide accurate information in a friendly and helpful manner as it relates to the various locations, events and attractions within Greater Napanee.
2. Assist with implementing the Hyperlocal Tourism strategy. Maintain accurate records of tourism inquiries, visitor comments etc.
3. Update tourism information as provided.
4. Provide support to Town special events as required and special projects at the direction of the Manager of Community Economic Development.
5. Assist with seasonal plantings and watering located along riverfront parkway. Perform general maintenance duties such as painting, cleaning, stocking park washrooms and facilities where tourists and visitors gather.

**Certifications or Licensing Required:** Class G2 Driver's Licence

**Certification or Education Assets:**

**Additional Information on Position:** This position normally works 35 hours per week on shift work including evenings, weekends and holidays.