



Position Title: **Visit Oakville Ambassador – Visitor Services**

Pay: \$18.20 per hour

Job Type: Part time up to 30 hours per week. Must be available to work evenings, weekends, and holidays

Job Duration: May-August 2025

Location: Outside, various locations around Oakville

\*This is a Canada Summer Jobs position and is dependent on government funding.

Positions are funded by the [Canada Summer Jobs program](#). To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\*; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Position Summary:**

Oakville welcomes well over one million visitors to Town each year and summer is peak visitor season. The Ambassadors will play an integral part in welcoming visitors to Oakville and making sure their stay is a memorable one. The Ambassadors will oversee the visitor information booth in various locations, providing visitors and residents with information, direction, recommendations, and making sure everyone leaves with a long-lasting positive impression.

**Providing exceptional visitor services**

- Greeting and welcoming visitors and residents
- Listening and responding to visitor questions
- Staying up to date about Oakville events and attractions
- Represent Visit Oakville at local events
- Providing detailed information on/referrals:
  - Where to eat, stay, shop, events and attractions, locations and directions

**Collecting visitor information**

- Record and submit weekly log sheets
- Managing the visitor guest book
- Coordinating a visitor survey

#### **Overseeing the Visit Oakville information booth**

- Maintaining a safe and attractive booth at all time
- Stocking informational brochures
- Keeping inventory of promotional materials and brochures
- Able to transport the information booth and tent to various event locations around Oakville
  - Other duties, as needed.

#### **Knowledge & Skills:**

- Positive, friendly, and reliable
- Ability to work independently and within in a small team
- A talent for engaging people
- Excellent communication, interpersonal and customer service skills are essential
- A thorough knowledge of the Oakville community
- Excellent computer skills including internet applications such as Google maps
- A valid driver's license and reliable access to a vehicle
- Ability to work and get to various locations around Oakville
- Being available work events throughout the fall is considered an asset
- Studying or an interest in tourism and hospitality is considered an asset

***Successful candidates will need to be available to work every weekend throughout the summer and the Canada Day and Civic Holiday long weekend.***

We welcome and encourage applications from diverse perspectives and experiences. Interested candidates should email their resume and cover letter to [info@visitoakville.com](mailto:info@visitoakville.com) by May 5<sup>th</sup>. Please include the position title in your subject line.

We appreciate your interest but no phone calls please.