

Visitor Services

Part Time

(Salary Range: \$24.13 - \$27.15/hr.)

Economic Development, Tourism & Culture

The County of Grey is currently recruiting for a highly motivated individual to join Visitor Services at Grey Roots Museum & Archives.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live. Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented – we are a family of distinct and proud communities that showcase natural beauty, opportunity, and a peaceful rural lifestyle.

Position Overview:

- Reporting to the Manager of Museum and Archives, the primary role of Visitor Services is to be a welcoming first point of contact for the visiting public. This position is responsible for greeting and responding to requests for museum and tourist information with an emphasis on providing superior customer service, processing admission and museum store sales, telephone reception, promoting and coordinating memberships and general administration tasks.
- This position also processes bank deposits and compiles statistics.

Required Knowledge, Skills and Experience:

- The successful candidate should possess experience working directly with the public, preferably in a culture, heritage, or hospitality environment and have experience working in sales and cash handling with knowledge of Point of Sale systems.
- The ideal candidate would be a positive team player with excellent communication, interpersonal and conflict resolution skills.
- A familiarity with the history and tourism attractions of Grey County would be an asset.

Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County's website, www.grey.ca/careers

The position will be located at Grey Roots Museum and Archives, 102599 Grey Road 18, about 5 minutes south of Owen Sound.

This is a part time, shared / rotating schedule with other staff. Hours of work vary according to operating hours of the museum and is subject to weekend and evening hours. The expected number of hours per week is up to 28hrs.

Candidates for the above position are invited to submit a cover letter and resume prior to **Monday August 15, 2022 at 4:30 p.m.** to:

Sarah MacNeil
HR Business Partner
careers@grey.ca

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.