



Village of Carmacks  
P.O. Box 113  
Carmacks, YT Y0B 1C0

## Employment Opportunity Junior Municipal Clerk & Visitor Information Center Attendant (Summer Student – Seasonal)

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The Junior Municipal Clerk & Visitor Information Center Attendant (Summer Student) under the direction of the Chief Administrative Officer, Municipal Clerk and Visitor Services Coordinator, provides and assists with the Visitor and Administrative Services functions of the municipality.

**Qualifications:** please submit your resume clearly demonstrating how you meet the following qualifications:

### **Education & Experience:**

- Minimum Grade 10 student. An equivalent combination of experience and training may be considered on an under-fill basis.
- Must be a current secondary student, post-secondary student, or recent graduate within the past 12 months.
- Experience in a municipal or local government setting would be an asset.

### **Specific Skills:**

- Attends public Council meetings and meetings of related committees and assists in preparing minutes, documents, and agendas for meetings of Council and other committees as required.
- Answers and directs telephone calls, emails, faxes, and scans documents and carries out other correspondence related to the village office
- Familiarizing yourself with tourist attractions, accommodations, services and programs in the area, and being able to articulate this information to the public, whether in person or by telephone.
- Welcome visitors in a warm, friendly, professional manner (well-dressed and groomed).
- Distribute travel literature, assist tourists with directions, maps and answer questions
- Encourage visitors to experience aspects of our region.
- Set-up displays and brochure racks in an organized, neat and accessible manner

Telephone: (867) 863-6271  
Fax: (867)863-6606  
Email: [info@carmacks.ca](mailto:info@carmacks.ca)



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- Support CAO and Municipal Clerk as required.
- Perform some Municipal Clerk duties when the position is absent.
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint and Outlook.
- Picking up litter and debris outside of the Visitor Information Centre.
- Performs tourism related research.
- Participates in staff meetings.
- Attending training session(s) as required.
- Prepares annual report on the Visitor Information Centre's operations.

### **Interpersonal Skills:**

- Ability to work effectively as part of a team.
- Ability to provide guidance, advice and direction.
- Excellent oral and written communication skills
- Ability to maintain and communicate the importance of strict confidentiality.

### **Compensation:**

- The salary for this position is commensurate with qualifications & experience.
- The wage scale for this position is Minimum Wage (\$17.71/HR) to Level 1 Step 1 (\$24.42/HR)
- The position is Full-Time Temporary (37.5 Hrs. per week - Seasonal/Temporary)
- Successful Candidate must be prepared to be living in the community by June 3rd, 2024.

### **Licenses, Certificates and Courses will be considered**

Interested applicants are invited to submit by **4pm, May 24th, 2024** their resume and cover letter electronically to the undersigned marked "Personal & Confidential"

The Village of Carmacks thanks all applicants for their interest, only applicants successfully screened in for interviews will be contacted.

A detailed job description is available upon request.

Send resumes via Email with "Junior Municipal Clerk & Visitor Information Center Attendant" in the subject line to: [CAO@carmacks.ca](mailto:CAO@carmacks.ca)

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