



EMPLOYMENT OPPORTUNITY

Facility Attendant in the Campbell Region Interpretive Centre Seasonal Position

The Town of Faro is seeking applicants for a Facility Attendant in the Campbell Region Interpretive Centre. This is a Seasonal Position, with an average of 30 hours a week, with the potential to become a Permanent Seasonal Position depending on experience.

The seasonal term is from the beginning of May to the middle of September.

Duties/Responsibilities

The facility attendant greets visitors, provides information regarding Faro and the Campbell Region area, and administers the John Connolly RV Park. The duties include organizing workshops and excursions for visitors and local residents, custodial and grounds maintenance at the RV Park and tourist sites around Town and the Campbell Region Interpretive and Tourist Information Centre. Handling cash, deposits, some bookkeeping, and other duties as required. This position requires good interpersonal skills and knowledge of the Faro and Campbell Region area. This position is supervised by the Facility Coordinator.

Qualifications

Formal training and education in relation to the position would be an asset

- Ability to work well with others as well as independently under minimal supervision
- Excellent communication skills. Ability to speak other languages is desirable.
- Working knowledge of computers and software such as Microsoft Office.
- Ability to maintain confidentiality and pass a security check.
- Available to work weekends and holidays as scheduled.

Salary: \$ 24.14 per hour, increasing to \$24.62 per hour as of July 1, 2017.

Preference may be given to qualified internal candidates.

Please submit resume along with a cover letter by **Friday March 31, 2017** to the attention of Ian Dunlop, CAO at the **Town of Faro Municipal Office**.

Mailing address:

Town of Faro, Box 580

Faro, YT Y0B 1K0

Attn: Ian Dunlop, CAO

Fax: (867) 994-3154

Email: cao-faro@faroyukon.ca

Posted March 10, 2017