



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
(705) 432-2355

## **Job Position: Tourist Information Officer**

### **Summer Student - Contract (May-August – 15 weeks)**

Number of Positions: 2

Hours: 40 hrs a week, Rotating Schedule, Days, Evenings and Weekend Shifts

Rate of Pay: \$15.60 - 16.55 per hour

Location: Beaverton Harbour

The Township of Brock, having a population of 12,567, is primarily a rural municipality situated on the shores of Lake Simcoe and is home to three urban centres, Beaverton, Cannington, and Sunderland.

Reporting to and receiving direction from the Manager of Facilities and IT, the successful applicant will provide support to key business areas at the Township and be the first point of contact for the public at the Beaverton Harbour. The ideal candidate will be organized, enthusiastic, kind, approachable and possess a knowledge of Brock and the surrounding area. This role works closely with other departments, external partners, and residents.

### **Duties and Responsibilities:**

- Collect and submit boat launch fees at the Beaverton Harbour
- Distribute tourist information to area visitors
- Answer public inquiries
- Assist community groups with special events as required
- Daily general cleaning and maintenance of the harbor office, trails kiosk, harbour pier and harbour beach
- Provide emergency and/or First Aid assistance, when required
- Be available for shifts (Hours of work may vary up to 40 hours per week)

### **Qualifications and Skills:**

- Minimum 17 years of age
- Enrolled and returning to Secondary or Post Secondary in the fall
- Previous experience in a customer service role considered an asset
- Excellent interpersonal, organizational and communication skills
- Ability to work well independently as well as in a team setting
- Ability to multi-task, prioritize, and manage time efficiently
- Must hold a current certification in Standard First Aid and CPR 'C' by employment start date
- Must attend all staff training dates (to be confirmed)
- Availability to work the entire summer season (May 13 – August 24)

This is a Seasonal, Contract Position.

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **5:00 p.m. on Friday, March 22, 2024** to:

**Human Resources:** [hr@brock.ca](mailto:hr@brock.ca)

The Township of Brock is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, Indigenous persons, persons of any gender identity and sexual orientation, and newcomers. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If you require accommodation at any time throughout the recruitment process, please contact **Human Resources** in advance at:

[hr@brock.ca](mailto:hr@brock.ca)

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

If this information is required in an accessible format,  
please contact the Township at 705-432-2355.