



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 (July-August – 7 weeks)

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

Rate of Pay: \$16.20 - 17.20 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 Director Parks, Recreation and Facilities, 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
- Daily general cleaning and maintenance of the harbor office, harbour pier, harbour beach, watering, gardening and litter pickup in beach/splash pad area, and opening /closing and restocking of public access washrooms
- Be available for shifts (Hours of work may vary up to 40 hours per week)

Qualifications and Skills:

- Minimum 17 years of age
- 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 attend all staff training dates (to be confirmed)
- Availability to work the entire summer season (July 14 – August 29)

This is a Seasonal, Contract Position. The Township of Brock offers a competitive salary commensurate with experience and qualifications.

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 Thursday, June 26, 2025** to:

Human Resources: 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

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.