



# Job Posting

Creston Valley Visitor Centre  
Creston, BC

## CRESTON VALLEY VISITOR CENTRE REPRESENTATIVES

### Part-Time Term Positions

### Student and Youth Summer Positions Available!

The Regional District of Central Kootenay (RDCK) is inviting applications for summer positions of Creston Valley Visitor Centre (CVVC) Representatives.

These positions are grant funded and only open to applications from students currently enrolled in post-secondary education and/or youth applicants.

The CVVC Representative's primary role is to provide visitors with information to enhance their experience in the area and promote longer stays in the Creston Valley. Additional duties include money handling, maintenance of displays, collecting statistical information while working collaboratively with other CVVC staff.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High School Diploma or GED, or an acceptable combination of education & experience
- Previous customer service work experience in a fast paced environment
- Experience working with Microsoft Office products, including Excel, Word, and Outlook or willingness to learn
- Experience with cash handling
- Super Host Training Certification (can be obtained after hired)
- Destination BC Tourism Visitor Information Counsellor (can be obtained after hired)
- Thorough knowledge of the Creston Valley & Kootenay Rockies region
- Ability to work with minimal supervision and exercise considerable independence of judgement
- Superior telephone manners and strong interpersonal skills
- Strong written & verbal skills to communicate with a diverse range of individuals

- Strong customer service orientation and an ability to communicate courteously and effectively with the public
- Ability to speak a second language, in addition to English, would be an asset

These positions are grant funded and only open to full-time students and youth applicants (15 to 30 years old). These are part-time positions but successful candidates may be scheduled up to 35 hours per week.

These are term positions beginning mid-May and ending late August 2024. The normal starting hourly rate for this position is \$19.13 with a range from \$19.13 to \$20.87 based on experience. Schedules will be varied and may include day, weekend and/or evenings shifts.

This posting, along with a detailed job description, can be found on our website at [www.rdck.ca/jobs](http://www.rdck.ca/jobs).

To apply please complete our online form which can be found here: [Employment Application](#).

**Applications submitted in the form of a resume & cover letter will be accepted until 9:00am, March 22, 2024.**

*Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.*

**For more information or to apply contact:**

humanresources@rdck.bc.ca | 250.352.8150  
or visit [rdck.ca/jobs](http://rdck.ca/jobs)