



## **CAREER OPPORTUNITY**

# **Seasonal Post-Secondary Summer Student Visitor Centre and Campground Office Attendant.**

### **Position Overview**

The District of Elkford is seeking an enthusiastic, friendly, and community-minded Summer Student – Visitor Centre & Campground Office to join our team for the 2026 summer season.

This position provides valuable hands-on experience in tourism services, customer service, and municipal operations while supporting the day-to-day activities of the Elkford Visitor Centre and Campground Office.

The successful candidate will act as a community ambassador, welcoming visitors to Elkford, promoting local attractions, and assisting with campground reservations and visitor services.

### **Nature of Work**

Reporting to the Director of Community and Facility Services, or designate, the Summer Student provides front-line customer service and administrative support at the Visitor Centre and Campground Office.

The position assists visitors with local tourism information, processes campground registrations and payments, and supports the promotion of Elkford's recreation, events, and outdoor attractions.

This position requires strong communication skills, a warm and welcoming personality, and the ability to work independently while representing the District in a professional manner.





## Key Duties and Responsibilities

- Welcome visitors and provide information on Elkford attractions, trails, parks, accommodations, and community events.
- Respond to visitor inquiries in person, by telephone, and by email.
- Process campground reservations, registrations, and payments in accordance with District procedures.
- Maintain accurate records of campground occupancy, visitor statistics, and daily transactions.
- Promote local tourism opportunities, community programs, and special events.
- Maintain displays of brochures, maps, and promotional materials in the Visitor Centre and campground .
- Assist with social media updates and visitor information resources.
- Provide general administrative support including data entry, filing, and preparation of materials.
- Assist with maintaining a clean, organized, and welcoming visitor centre and campground office environment.
- Support the delivery of community events and tourism initiatives when required.
- Perform other related duties as assigned.

## Ideal Qualifications and Experience

- Current secondary or post-secondary student having attended school in the semester/year prior to summer employment and returning to school in the semester/year following summer employment. Confirmation required on a District supplied form.
- Valid Class 5 BC driver's license (minimum Class 7N).
- Valid Basic First Aid Certification.
- Enrollment in tourism, recreation, business, or related fields preferred.
- Strong interpersonal skills and the ability to interact with visitors and residents in a courteous and professional manner.



- Basic administrative and computer skills, including familiarity with Microsoft Office.
- Ability to work independently and manage multiple tasks in a busy environment.
- Knowledge of Elkford and the Elk Valley area, including recreation opportunities, is considered an asset.
- Excellent customer service, good communication skills and a positive attitude.

## Working Conditions

- Regular interaction with the public.
- Schedule C – 35 hours weekly, varied to include days, evenings, and weekends.
- Will include weekend work.
- Primarily indoor office work with occasional outdoor duties at the campground.

## Employment information

- Post Secondary Student: \$20.97
- Please note that the Collective Agreement is currently under negotiation, and wage rates are subject to change upon ratification.
- Weekly hours: Temporary May-August. Schedule of hours: Varied, 35hrs/week
- Classification: CUPE Local 3004 Collective. Agreement Schedule A - Student

## How to Apply

- Submit your resume to [careers@elkford.ca](mailto:careers@elkford.ca)
- Mail or in-person drop off: District of Elkford, 744 Fording Drive, P.O. Box 340, Elkford, BC, V0B 1H0
- Posting till March 27, 2026.