

SUMMER INFORMATION SPECIALIST at the HAYWARD INFORMATION CENTER

Part-time Summer Position (Memorial Day to Labor Day), plus training in May
Additional opportunities available in the fall

Looking for candidates who have excellent communication skills, are self-motivated, well-organized and have outgoing personalities to be a friendly and helpful face representing the Hayward Lakes Visitors and Convention Bureau (HLVCB), the Hayward Area Chamber of Commerce (HACC), and the Hayward area in general to residents and visitors alike.

Job duties include:

- Open and close the Hayward Information Center building. Summer hours are 9 am to 5 pm, Monday through Saturday. You will be working as a pair with another Information Center Specialist, with each having a paid half-hour lunch break.
- Greet and welcome all visitors, answer their questions, provide directions (you will work with maps a lot!), and make recommendations for recreation, dining, lodging, etc. as requested. You will be asked for information about anything and everything in this job. Good research skills are important.
- Assist with office communications. This includes phone switchboard, email accounts, and daily mailings. Good typing skills and a clear, pleasant phone voice are needed.
- Assist with Chamber of Commerce sales of Gift Certificates, Musky Festival merchandise and event tickets. Document sales and close out the cash register daily. These duties require accuracy and organization.
- Help to maintain a clean and orderly public space for the visiting public. Keep shelves and displays neat and well-stocked. Order replacement publications and office supplies as needed.

This position is jointly employed by the Hayward Lakes Visitors and Convention Bureau and the Hayward Area Chamber of Commerce on a 50/50 basis. If interested, please stop by to pick up an application at the Hayward Information Center (Monday through Friday, 9am to 5pm).

Hayward Lakes Visitors & Convention Bureau



715-634-4801

www.haywardlakes.com

Hayward Area Chamber of Commerce



715-634-8662

www.haywardareachamber.com

Hayward Lakes Visitors and Convention Bureau & Hayward Area Chamber of Commerce
Seasonal/Part-time Employment Application

APPLICANT INFORMATION

Applicant Name: _____ Current Address
Home Phone: _____ Number and Street: _____
Cell Phone: _____ City: _____
Email Address: _____ State & Zip: _____
How were you referred to this position? _____

POSITIONS:

Position applying for: Seasonal Information Specialist

WORK AVAILABILITY

What days and hours are you available to work? _____
If hired, on what date can you start working? _____
Can you work weekends? [] Yes or [] No Can you work holidays? [] Yes or [] No

PERSONAL INFORMATION

If hired, would you have transportation to/from work? [] Yes or [] No
If under 18, you must have a work permit. Do you have a work permit? [] Yes or [] No
Have you ever been convicted of a criminal offense (felony or misdemeanor)? [] Yes or [] No
If yes, please state the nature of the crime(s) when and where convicted and disposition of the case _____

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense.

EDUCATION

	High School	College	Post-graduate
School Name			
City, State			
Current Grade:			
Did you graduate? (yes or no)			
Degree/diploma earned?			

WORK EXPERIENCE

Employer			
Your Duties			
Dates of Employment			

REFERENCES

NAME: _____

Phone Number: _____

NAME: _____

Phone Number: _____



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