

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 and requirements include:

- Open and close the Hayward Information Center building. Summer hours are 9 am to 5 pm, Monday through Saturday. Flexible weekday scheduling is available with at least two required Saturdays per month. 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, including the conference room and restrooms. Keep shelves and displays neat and well-stocked. Order replacement publications and office supplies as needed. Water outdoor plants daily.
- Applicants must be able to climb stairs and carry up to 25 pounds.

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).



715-634-4801

www.haywardlakes.com



715-634-8662

www.haywardareachamber.com