



Township of Huron Kinloss

Lighthouse Coordinator

35 hours – maximum 40 hours per week

Open Availability is Required

Reports to the Business & Economic Officer

This position is responsible for implementing the daily tasks required to manage a successful tourist attraction at the Point Clark Lighthouse.

| Responsibility               | Tasks   |
|------------------------------|---|
| Customer Service and Tourism | Welcome all visitors to the lighthouse in a friendly and professional manner  |
|                              | Develop and initiate the children’s program   |
|                              | Co-ordinate special events as required  |
|                              | Process souvenir sales and manage the restocking of the inventory of souvenirs, confectionery, clothing and reporting to the Business & Economic Officer weekly |
|                              | Inspect and keep an inventory of museum artifacts ensuring proper handling, safety and updates to digital content, as needed.                                   |
|                              | Initiate an informative and interesting tour of the lighthouse, to be delivered by the tour guides  |

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|                      | <p>Tour visitors through the lighthouse, providing interesting and educational information, in a pleasant and engaging manner</p>   |
|                      | <p>Balance the cash receipts daily, create the deposits and submit reports to the Business &amp; Economic Officer weekly</p>  |
|                      | <p>Ensure visitation and merchandise records are maintained and accurate</p>  |
|                      | <p>Act as an ambassador to any residents and visitors</p>   |
|                      | <p>Gain knowledge of local and regional attractions, special events, businesses and services in order to encourage visitors to experience what our community has to offer</p> |
|                      | <p>Distribute available literature, brochures, pamphlets and maps; providing information to assist tourists in their journey around our community</p>                         |
| Supervisor           | <p>Train the tour guides effectively, and ensure they are aware of their responsibilities</p>   |
|                      | <p>Schedule the staffing ensuring there is adequate coverage</p>  |
|                      | <p>Manage any staffing or scheduling conflicts independently</p>  |
|                      | <p>Approve the timesheets for the tour guides and submit them to the Business &amp; Economic Officer by Monday each week</p>  |
| Facility Maintenance | <p>Opening and closing the lighthouse, ensuring the facility is secure</p>  |

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|                          | Responsible for the completion of the housekeeping within the lighthouse, and museum including vacuuming, dusting, cabinet cleaning, and window washing  |
|                          | Ensuring the children's play area is tidy and safe   |
| Team Work                | Lead a team of multiple tour guides, independently   |
|                          | Working cooperatively with others to ensure all required tasks are completed on a daily basis  |
| Other duties as assigned |  |
| Qualifications/Skills    | Post-secondary education<br>Supervisory skills<br>First Aid certificate<br>CPR "C" with AED certificate<br>Experience handling cash<br>Experience with a POS system<br>Experience dealing with the public<br>Knowledge of the community and the region is an asset |

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.