



Village of Carmacks
P.O. Box 113
Carmacks, YT Y0B 1C0

Village of Carmacks

Job Title: VISITOR INFORMATION CENTER ATTENDANT – Part-Time (Seasonal/Temporary)
June 1 to September 10 2026

Salary Range/Level: \$25.71 - \$30.82 Level: 1-1 to 1-5

Location: Visitor Information Center, Carmacks

Reporting to: Visitor Information Center Coordinator

Responsible for: Coordinating and overseeing visitor and tourism services, communication notices, and municipal service functions at the VIC

Position Summary:

The Village of Carmacks is seeking an enthusiastic and community-oriented individual to fill the seasonal position of Visitor Information Center Attendant. This position supports daily visitor and tourism services, assists travelers and residents with information requests, and helps maintain an inviting and organized Visitor Information Center environment.

Key Responsibilities:

- Greet and assist visitors with information about Carmacks and local attractions.
- Provide brochures, maps, and travel tips to tourists.
- Maintain a clean and organized Visitor Information Center.
- Assist with administrative duties, including recording visitor statistics.
- Handle cash transactions for souvenirs and other items.
- Support special events and tourism initiatives.
- Provide short, guided walks along the boardwalk.
- Respond professionally to in-person and email inquiries.
- Report public concerns, complaints, and notable information to the Visitor Information Center Coordinator.

Qualifications:

Education & Experience:

- No prior experience required; customer service experience is considered an asset.
- Interest in local tourism, history, and community engagement.

Interpersonal Skills:

- Ability to work effectively as part of a team.
- Ability to provide guidance, advice, and direction.
- Excellent oral and written communication skills.
- Ability to maintain and communicate the importance of strict confidentiality.

How to Apply:

Send your resume and relevant certifications to finance@carmacks.ca or drop them off at the Village Office. **Deadline to Apply: Friday, May 22, 2026, until 4:00 Pm.**