



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

## Village of Carmacks

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

**Salary Range/Level:** \$28.07 - \$33.18 Level: 2-1 to 2-5

**Location:** Visitor Information Center, Carmacks

**Reporting to:** Chief Administrative Officer (CAO)

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

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### Position Summary:

The Village of Carmacks is seeking a motivated and community-oriented individual to fill the seasonal position of Visitor Information Center Coordinator (VICC). This position is responsible for managing daily tourism and visitor services, coordinating communication activities, and supporting municipal functions at the Visitor Information Center.

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### Key Responsibilities:

- Supervise seasonal youth employees.
- Provide administrative support to the CAO and Municipal Clerk as needed.
- Perform select Municipal Clerk duties during absences.
- Maintain inventory of tourism literature and request replenishments.
- Prepare reports for Council meetings as requested by CAO.
- Coordinate activities and maintain alignment with other community/Territorial VICs.
- Respond professionally to in-person and email inquiries.
- Report all public concerns, complaints, and notable information to the CAO.

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### Qualifications:

#### Education & Experience:

- Grade 12 graduation with tourism or hospitality coursework.
- Equivalent experience/training may be considered.
- Experience in a municipal or local government setting is an asset.

#### Specific Skills:

- Competence in MS Word, Excel, PowerPoint, and Outlook.
- Knowledge of tourism programs and public engagement.
- Report writing and administrative support skills.

#### Licenses, Certificates & Courses:

Consideration will be given to any relevant tourism, hospitality, or administration courses and certificates.

### How to Apply:

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