

LEAMINGTON DISTRICT CHAMBER OF COMMERCE
POSITION DESCRIPTION
Job Posting

POSITION TITLE: Summer Student-Summer positions

POSITION SUMMARY: Under the general supervision of the Manager of the Leamington District Chamber of Commerce the Summer Student will assume the following duties and responsibilities:

- Must have Excellent Customer Service Skills
- Work in Tourist Information Booth – The Big Tomato
- Promotes Community Awareness
- Knowledge of area
- Perform office duties
- Computer skills required
- Efficient in Social Media
- Assist in preparing activities and clean up
- To perform other duties as assigned

EDUCATION REQUIREMENTS AND RELATED WORK EXPERIENCE

- Must be between the ages of 15 and 30 years of age at the start of employment
- Was registered as a full-time student during the preceding academic year
- Intends to return to school on a full-time basis in the upcoming academic year
- Is a student in a secondary, post-secondary, vocational or technical program
- Is a Canadian Citizen, Permanent Resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Is legally entitled to work according to the relevant provincial legislation and regulations

ADDITIONAL SKILLS

- Excellent leadership and interpersonal skills
- Excellent verbal and written communication skills
- Strong organizational skills
- Ability to follow directions and work independently
- First Aid and CPR an asset
- Ability to maintain confidentiality at all times

HOURS AND SALARY

- 30 hours per week including weekends
- \$14 per hour
- First Position to begin June 3, 2019 to August 4, 2019
- Second Position to begin June 24, 2019 to September 1, 2019

Please submit resumes by 4:30 p.m. Thursday May 23, 2019

Wendy Parsons=General Manager of LDCC

wendyp@leamingtonchamber.com

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- Leamington District Chamber of Commerce is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.