



## **Catalina Island Visitor Center**

**Position Title:** Visitor Center Specialist

**Position Status:** Part-time 20 to 35 hours/week (Seasonal Variations)

**Reports To:** Visitor Services Manager

**Job Summary:** Greets visitors to Catalina Island and performs various duties with the goal of enhancing the visitor experience.

**Essential Job Functions:** Under the direction of the Visitor Services Manager receives visitors and answers questions. Responds to visitor inquiries and refers them as necessary to the appropriate chamber/community person or city department. Performs various clerical duties as required.

### **Typical Duties and Responsibilities:**

- Assists visitors in person, online and by telephone in planning activities and finding accommodations
- Work with area businesses to maintain inventory of brochures and visitor guides
- Prepares and Processes mail in response to inquiries
- Maintains merchandise inventory including Gift Certificates
- Processes ticket sales
- Updates Hotel Availability in-house and on-line
- Updates and Maintains Calendar of Events
- Updates and Maintains Restaurant and Activities information
- Maintains visitor statistics and visitor inquiry databases
- Required to lift boxes up to 40lbs
- Maintains a high level of confidentiality
- Assists Visitor Services Manager and office coworkers with various duties as assigned including on-call back up for other Visitor Services staff
- Regularly works weekends and holidays with occasional evening hours required

To Apply: send resume to [jobs@CatalinaChamber.com](mailto:jobs@CatalinaChamber.com) or stop by the Visitors Center located at 1 Green Pleasure Pier, Avalon, CA and complete an application. No phone calls please.