

JOB POSTING

Permanent Part-Time Indiana Dunes Ambassador



POSITION: Permanent Part-time Indiana Dunes Ambassador
DEPARTMENT: Indiana Dunes Tourism
WORK SCHEDULE: (8 to 29 hours weekly - weekends required!)

VISITOR CENTER HOURS: Sundays thru Saturday, 8:00 am - 6:00 pm (Memorial Day through Labor Day)
Sundays thru Saturday, 8:15 am - 4:30 pm (Labor Day through Memorial Day)

SALARY: \$12.00 per hour (Monday through Friday)
\$12.50 per hour (Saturday and Sunday)

STATUS: Part-Time Seasonal	REQUIRED EDUCATION: High School
FLSA STATUS: Non-Exempt	REQUIRED EXPERIENCE: Limited
REQUIRED TRAVEL: Occasional - Porter County	LOCATION: Porter, IN

Hours are subject to change. Must be available to provide coverage when needed on other days.

Indiana Dunes Tourism is seeking a responsible, mature person to fill the position of Indiana Dunes Ambassador. This is a permanent part-time position, requiring two to four days in the office. The Indiana Dunes Ambassador will greet and assist visitors, answer phones, direct calls, complete brochure requests, stock brochure racks, collect visitor information, perform data entry, complete projects, utilize the computer and Internet, assist directors and provide additional clerical duties.

REQUIREMENTS:

- Friendly and courteous manner, and a professional appearance
- Extensive knowledge of Porter County roads, attractions, and businesses
- Demonstrated computer experience with a high competency level in Microsoft Office and Google Docs software as well as possess a willingness to learn and utilize new software.
- Internet utilization such as email, web search, apps, mapping, etc.
- A willingness to learn and utilize new equipment such as copiers, Point of Sale equipment, etc.
- Ability to answer multiple telephone lines and direct calls in a professional and responsible manner.
- Ability to lift 30+ lbs. repetitively.
- Ability and initiative to work independently and within a team environment.
- Ability to cover co-workers on vacation, off for illness, etc.
- Ability to read maps, draw, diagram, write or map simple directions.
- Must have a valid U.S. driver's license.
- Must have a flexible work schedule; being able and willing to accommodate vacancies due to coworker illness and vacation requests. While personal time is greatly respected, there may be situations that require additional coverage and rearranged work hours throughout the year.

Please submit resumes/letters no later than Sunday, August 20, 2023 to:

Jenny Matthys, Revenue/Facilities Director
Email: jenny@indianadunes.com or

Mail To: Indiana Dunes Tourism
1215 N. State Road 49
Porter, IN 46304
