

## **PART-TIME TRAVEL INFORMATION AIDE LANGLADE COUNTY ECONOMIC DEVELOPMENT CORPORATION**

### **Job Details**

Salary: \$12.50 Hour

Job Type: Part-time

Hours: 15 hours per week; Thursday-Saturday or as needed

### **Full Job Description**

#### **Introduction**

The Langlade County Economic Development Corporation is seeking qualified applicants for a part-time Travel Information Aide position. This position is located at the Langlade County Welcome Center on Superior Street in Antigo. The Welcome Center is open daily, 6 days per week, Monday-Wednesday from 10-4, Thursday 10-6, Friday 10-7 and Saturday 9-4 with adjusted hours as needed. The incumbent will work 3 - 4 days a week (30 hours bi-weekly). This part-time position is offered with no-benefits at this time but could lead into a benefited position with additional hours.

#### **Main Purpose of Job**

The primary function of the position will be to provide inspirational travel information to Langlade County visitors along with other administrative/tourism assistant duties.

#### **Position Duties**

Individuals will inform the traveling public about Langlade County attractions, accommodations, recreational facilities, and services; inform travelers about current events and activities; read maps and give specific directions to Langlade County destinations; preparing tourism inquiry mailings, as well as aiding in updating and creating content for social media platforms and websites. Inventory and supply management may also be required: this may include lifting bulk packaging.

#### **Qualifications**

##### ***Necessary Knowledge, Skills and Abilities:***

- A. Ability to work safely
- B. Ability to work alone
- C. Ability to communicate effectively verbally and in writing
- D. Ability to work effectively with fellow employees, other departments and the public
- E. Ability to understand and carry out written and oral instructions
- F. Must have a working knowledge or ability and willingness to obtain a working knowledge of the following: Windows operating systems and programs with an emphasis on Microsoft office; and ability to navigate web applications, social media platforms and understand other emergent technologies

## **SELECTIVE QUALIFICATIONS**

Candidates should be able to relate to the public in a friendly and competent manner; and must be able to interpret maps. Applicants must be able to work weekends since the center is open 6 days per week, year-round. Knowledge of Langlade County history, geography and tourist attractions is a plus. Candidates must be computer literate and also be able to frequently lift and/or move up to 50 pounds.

## **LIMITATIONS ON SELECTION**

Applicants must be willing to accept non-benefited part-time employment at 3-4 days a week (30 hours bi-weekly) including working nights and weekends. This position could lead into a benefited position with additional hours.

### **Work Schedule**

Thursday- 3:45-6:15pm

Friday- 2:15-7:15 pm

Sat- 8:45 -4:15 pm

Times may vary depending on need.

### **Application Deadline May 14, 2021 @ 4 pm**

Application and full job description can be downloaded at

[www.langladecountyedc.org](http://www.langladecountyedc.org)

Send letter of interest and application via U.S. mail or email [aclose@co.langlade.wi.us](mailto:aclose@co.langlade.wi.us):

**Attn: Angie Close**

**Langlade County Economic Development Corporation**

**312 Forrest Avenue**

**Antigo, WI 54409**