JOB ANNOUNCEMENT
VISITOR INFORMATION SPECIALIST II

The Municipality of Skagway is accepting applications for Full-time and Part-time Seasonal Visitor Information Specialist II positions. Full time positions work 32 to 40 hours per week. Part time positions work 0 to 30 hours per week. These positions may be subject to weekend and evening duties. These are seasonal appointments, most beginning the end of April and working through the early October.

WAGE RANGE: Grade 10, Step One - $15.95 per hour to Grade 10 – Step Four - $17.05. This position is not eligible for benefits or housing.

DUTIES: These positions work under the direction of the Tourism Director and the Visitor Information Specialist I, performing a full range of customer service, clerical and office duties.

Principle duties include but are not limited to the following:
- Greet visitors and respond to inquiries via phone, e-mail, and in person
- Stock brochure racks and maintain a neat counter and reception area
- Answer phone and prepare outgoing mail
- Cleaning and maintenance
- Other duties as assigned

REQUIRED SKILLS AND ABILITIES: The Municipality seeks applicants with:
- Customer service experience a must
- Knowledge & enthusiasm for Skagway and the region
- Ability to represent Skagway in a friendly and professional manner
- A positive attitude and excellent teamwork skills
- Willingness to work a flexible schedule
- Proficiency in email and Microsoft Office applications
- Ability to clearly communicate information to the public in person, over the phone and via email
- Must be able to lift and carry boxes weighing up to 35 lbs. and climb stairs

Applicants must specify on their application the specific position they are applying for: Part Time, Full Time or both. Please include dates and hours of availability.

Applicants must submit a completed Municipality of Skagway application form to the borough office or at the address above, Positions open until filled. Contact the borough office at the phone number above or by email at m.gihl@skagway.org for an application or further information. The application can also be downloaded from the website at www.skagway.org.

The Municipality of Skagway is an equal opportunity employer.