

HAINES BOROUGH
POSITION DESCRIPTION

TOURISM STAFF AIDE

DEFINITION:

This is a part-time, seasonal position (May - September) reporting to the Tourism Director. The Tourism Staff Aide is responsible for assisting the Tourism Director with the operation of the cruise ship dock (PC Dock). This job description reflects the Administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Greet visitors to Haines at the Port Chilkoot Dock.
2. Assist visitors by utilization of the People Mover for those with mobility issues.
3. Promote all of Haines' businesses and services accurately, without bias, and in a positive manner.
4. Be familiar with brochure inventory and its organization, and report needs and shortages to the Visitor Information Coordinator.
5. Be available to work various shifts, including evenings, weekends, and holidays.
6. If working the final shift, conduct closing procedures (turn lights on/off, as required; and lock doors and windows, put People Mover Cart away).
7. Assist in various PC Dock Visitor Center special projects and run errands, as required.
8. Help keep the PC Dock Visitor Center clean and tidy.
9. Perform other duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. The Borough at its sole discretion shall decide if the applicant meets the requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. Must have ability to follow established procedures, speak and write clearly.
2. Must have the ability to take direction from supervisors and exercise independent judgment in accomplishing tasks assigned.
3. Must be able to establish and maintain cooperative relations with those contacted in the course of the work.

EMPLOYMENT QUALIFICATIONS

1. High school diploma or equivalent.
2. Must possess a valid Alaska Driver's license or obtain one within thirty days of hire.
3. While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently moves about to coordinate work.
4. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to fifty pounds.
5. Must have clear close, distance and color vision.
6. The noise level in the work environment is moderately quiet and often fast-paced.