

## **SUMMER STUDENT JOB POSTING**

**Title:** Adventure Tourism Ambassador  
**Status:** Summer Employment Position  
**Wage:** \$16.00 per hour  
**Work Term:** June 20 - August 28, 2022 (35 hours/week)

### **Description:**

The Community Services Department is looking for a responsible, enthusiastic and out-going Adventure Tourism Ambassador for our diverse recreation programs and the promotion of outdoor adventure tourism opportunities. The Adventure Tourism Ambassador is to act as a leader and work alongside departmental staff and the general public to provide participants with a fun and safe experience in an outdoor and natural setting. The incumbent will provide guidance and support for all participants and general public as well as maintain a positive relationship with staff and the public. The incumbent will be responsible for the design, planning and implementation of all classes, programs and lessons. In addition, the incumbent will produce photography and videography in social media of the activities and locations in Petawawa that are a draw for tourists seeking outdoor adventure locations.

### **Responsibilities:**

- Active involvement in the operation and delivery of all outdoor adventure-related lessons, tours and classes (Bike Park, hiking, fishing, paddling or other outdoor activities)
- Designing, planning and implementation of programs and lessons related to the Towns "outdoor adventure" lessons, classes and tours
- Assist with responding to questions and concerns to ensure customer satisfaction
- Assist with registration and maintain registration records
- Prepare the attendance lists and track attendance (sign in/sign out sheets)
- Ensure programs run on schedule
- Ensure required supplies are purchased
- Assist with all biking, hiking, paddling and other related programs for summer camps when required
- Assist with special events and other related promotion of outdoor adventure within the Town
- Review, complete and follow up on incident reports and report to Recreation Program Coordinator
- Organize and implement weekly excursions when required
- Other duties as assigned

**Required skills and knowledge:**

- High energy, self-starter and ability to work independently
- A keen interest and demonstrated ability in outdoor adventure including; kayaking, stand up paddle boarding, canoeing, biking, fishing, photography, videography and other related interests
- Experience teaching or working with all ages
- Excellent people skills and a friendly, responsible, service-oriented attitude
- Strong communication and teamwork abilities

**Other Qualifications:**

- Experience leading and facilitating instruction for individuals and small groups
- Experience supervising members of the public participating in outdoor adventure sports
- Current certifications in First Aid & CPR-C
- Valid driver's license
- Vulnerable Sector Check (required prior to commencement of employment)
- Formal studies in Recreation/Leisure, Outdoor Recreation or Physical Education an asset
- Certification with Paddle Canada, ORCA Paddling or other related organizations an asset
- Able to lift 55+ pounds overhead and prepared for physically demanding job (primarily outdoors)

Please submit your resume to:

- Email: [ccoyle@petawawa.ca](mailto:ccoyle@petawawa.ca)
- In person/Mail: 16 Civic Centre Rd, Petawawa, ON, K8H3H5

Deadline to apply is **May 13, 2022**