

**** PRESS RELEASE ****

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**WATKINS GLEN AREA CHAMBER OF COMMERCE ANNOUNCES
POSITIONS AVAILABLE FOR VISITOR CENTER SUMMER STAFF**

Watkins Glen – The Watkins Glen Area Chamber of Commerce is seeking to fill Seasonal Visitor Center Assistant positions for the upcoming summer season.

As a Seasonal Visitor Center Assistant, you will be the first person that visitors see when visiting and the first voice that customers will hear when calling the Chamber. With this position, it is very important to always uphold a positive and professional demeanor. This position offers support to the Office Manager during peak visitor season. Duties for the Seasonal Visitor Center Assistant include opening and closing the Visitor Center; meeting, greeting, and assisting visitors and guests; maintaining brochure racks; answer multiple phone lines; and other assigned work as needed. This position will run from April 1 through October 31. Shifts for this position would include Monday through Friday 5:00pm – 9:00pm, Saturday 9:00pm – 3:00pm or 3:00pm – 9:00pm, and Sunday 10:00am – 5:00pm.

The best candidate for this position will possess a high level of knowledge regarding Schuyler County, excellent customer service skills, the ability to work in an independent setting and fast-paced environment, the ability to work with a flexible schedule and be punctual, the ability to use a computer with Windows programs as well as the internet if and when needed. Important characteristics for this position include a personable disposition and friendly demeanor, good listening skills, neat appearance, the ability to communicate clearly and effectively, and attention to detail.

If you are interested in applying, please complete and return an employment application along with a résumé by March 24 to the Watkins Glen Area Chamber of Commerce. You may contact Office Manager Cassandra Putman with any specific questions or concerns at (607) 535-4300 or via email: cassie@watkinsglenchamber.com.

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