



STUDENT POSITION – TOURISM ADVISOR

Job Description

Welcome and inform visitors, respond to tourism-related inquiries, ensure the efficient operation of the Visitor Information Centre, and occasionally act as a guide.

Key Responsibilities

- Welcome visitors and act as a tourism expert for Shediac and the surrounding area, both in person and by phone.
- Provide accurate, objective, and up-to-date information on attractions, services, and events.
- Respond to visitor inquiries and assist with accommodation reservations.
- Compile and update visitor statistics.
- Ensure the Visitor Information Centre is well stocked with tourism materials.
- Provide professional, courteous, and welcoming customer service.
- Occasionally act as a guide at the Old Train Station.

Required profile

- Be at least 16 years of age.
- Be enrolled in a secondary, college, or university program and confirm a return to studies in the fall.
- Demonstrate responsibility and autonomy.
- Show maturity, sound judgment, and initiative.
- Have strong teamwork skills and a collaborative attitude.
- Be bilingual (French and English).

Supervision / Training

- Mandatory training provided by the employer
- Supervision provided by the Tourism Marketing Officer

Employment Period: May 11 to August 28, 2026, **or** June 22 to August 28, 2026

Work Schedule: 20–30 hours per week. Flexible hours between 8:00 a.m. and 8:00 p.m. Must be available to work evenings and weekends.

Salary: Starting at 17.65\$ per hour

How to Apply

- Please clearly indicate your current level of education and your age in your résumé.
- Submit your cover letter and résumé to mireille.melanson@shediac.ca.
- The application deadline is February 25, 2026.

For more information, please contact Mireille Melanson, Human Resources Manager, at (506) 532-7000 or mireille.melanson@shediac.ca.

The Town of Shediac reserves the right to require a criminal record check as part of the hiring process.