

SEASONAL EMPLOYMENT ANNOUNCEMENTS

SOUTH DAKOTA DEPARTMENT OF TOURISM

January 4, 2018

SEASONAL EMPLOYMENT ANNOUNCEMENT

South Dakota Department of Tourism

The South Dakota Department of Tourism is now accepting applications to fill the seasonal positions of Welcome Center Supervisors and Travel Counselors. Seasonal applications may be obtained from any South Dakota Department of Labor and Regulation Employment Service Office or by visiting www.SDVisit.com.

Job locations include the:

New Effington, Salem, Chamberlain, Vivian, and Spearfish Interstate Welcome Centers, along with the Minuteman Missile National Historic Site Visitor Center.

Welcome Center Supervisors

Job Description: The Welcome Center Supervisor is responsible for the daily operations of their center. The supervisor's responsibilities include coordinating the work schedule, ordering and displaying print materials, filling out reports, submitting timesheets, and supervising the Welcome Center staff. The supervisor reports directly to the Welcome Center Manager and is responsible for seeing through all instructions sent from the Department of Tourism, as well as keeping the Department of Tourism updated on happenings at the center. Aside from the above duties, the supervisor is also considered a travel counselor; and therefore, has all the responsibilities of a counselor in addition to the supervisor duties.

Minimum requirements for **Welcome Center Supervisor** include:

- (A) Be high school graduate or equivalent.
- (B) Have good knowledge of South Dakota history, geography and visitor attractions.
- (C) Have the ability to coordinate and supervise Welcome Center staff.
- (D) Have the ability to communicate a clear, concise, and positive image of South Dakota.
- (E) Have good oral and written communication skills.
- (F) Have basic computer knowledge, including experience with Microsoft Word, Excel, & Outlook.
- (G) Have ability to operate a small office.
- (H) Be able to lift at least 40 pounds of literature to stock shelves and racks.
- (I) Be available to work from May through September or October, depending on the center.
- (J) Be available to work weekends and holidays.

Starting Supervisor Salary: \$10.49/hour

Seasonal applications are to be submitted to: **Welcome Center Manager, Department of Tourism, 711 E. Wells Ave., Pierre, SD 57501-3369.**

Please indicate on the application form a mailing address, telephone numbers, and e-mail address (if available) where you can be reached, along with the position that you are applying for.

Deadline for submitting applications is February 2, 2018. Interviews for these positions will be completed by March 2, 2018.

EQUAL OPPORTUNITY EMPLOYER

Welcome Center Travel Counselor

Job Description: An Interstate Welcome Center Travel Counselor is responsible for assisting visitors with their travel needs and questions, promoting Dept. of Tourism programs, sending in daily car and motorcoach counts via the internet, stocking shelves, tracking publication inventory and assisting the supervisor.

Minimum requirements for **Welcome Center Travel Counselor** include:

- (A) Be high school graduate or equivalent.
- (B) Have knowledge of South Dakota history, geography, and visitor attractions.
- (C) Have the ability to communicate a clear, concise and positive image of South Dakota.
- (D) Have basic computer knowledge, including experience with Microsoft Word, Excel & Outlook.
- (E) Be able to lift at least 40 pounds of literature to stock shelves and racks.
- (F) Be available to work from May through September or October, depending on the center.
- (G) Be available to work weekends and holidays.

Starting Counselor Salary: \$9.80/hour

Seasonal applications are to be submitted to: **Welcome Center Manager, Department of Tourism, 711 E. Wells Ave., Pierre, SD 57501-3369.**

Please indicate on the application form a mailing address, telephone numbers, and e-mail address (if available) where you can be reached, along with the position that you are applying for.

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