

SEASONAL EMPLOYMENT ANNOUNCEMENTS

SOUTH DAKOTA DEPARTMENT OF TOURISM

January 8, 2024

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 Supervisor and Travel Counselor. Seasonal applications may be obtained by visiting www.SDVisit.com.

Job locations include the:

Wilmot, Vermillion, Valley Springs, Chamberlain, and Spearfish Interstate Welcome Centers, along with the Minuteman Missile National Historic Site Visitor Center.

Welcome Center Supervisor

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, submitting biweekly reports, and supervising the Welcome Center staff members. 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 of the responsibilities of a Counselor in addition to their Supervisor duties.

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

1. Be high school graduate or equivalent.
2. Have excellent customer service skills.
3. Have good knowledge of South Dakota history, geography, and visitor attractions.
4. Have the ability to coordinate and supervise Welcome Center staff.
5. Have the ability to communicate a clear, concise, and positive image of South Dakota.
6. Have good oral and written communication skills.
7. Have basic computer knowledge, including experience with Microsoft Word, Excel, & Outlook.
8. Have ability to operate a small office.
9. Be able to lift at least 40 pounds of literature to stock shelves and racks.
10. Be available to work from May through October.
11. Be available to work weekends and holidays.

Starting Supervisor Salary: \$16.38/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 where you can be reached, along with the position that you are applying for.

Deadline for submitting applications is February 23, 2024. Interviews for these positions will be completed in March 2024.

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 the Department of Tourism programs, tracking daily visitor counts, stocking shelves, tracking publication inventory, and assisting the Supervisor.

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

1. Be high school graduate or equivalent.
2. Have excellent customer service skills
3. Have knowledge of South Dakota history, geography, and visitor attractions.
4. Have the ability to communicate a clear, concise, and positive image of South Dakota.
5. Have basic computer knowledge, including experience with Microsoft Word, Excel & Outlook.
6. Be able to lift at least 40 pounds of literature to stock shelves and racks.
7. Be available to work from May through October.
8. Be available to work weekends and holidays.

Starting Counselor Salary: \$15.30/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 where you can be reached, along with the position that you are applying for.

Deadline for submitting applications is February 23, 2024. Interviews for these positions will be completed in March 2024.

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