



Visitor Information Center Staff

Visit Sitka is looking for part-time staff members to work at the Visitor Information Center and the Sitka Sound Cruise Terminal Welcome Desk for this summer. If you love Sitka and want to share your passion with visitors, we want you! As visitor information staff you will meet and greet visitors and provide details on area activities, accommodations, events, and other information of interest to our visitors.

Requirements

- Good people skills: enthusiastic, friendly, and have a pleasant personality
- Customer service and sales skills
- Basic internet search abilities
- Comfortable working in a busy environment
- Commitment to working for the summer season
- Some weekend and holiday hours maybe necessary based on schedule
- Ability to participate in administrative support during less busy time periods
- Must participate in online and in-person training to increase your knowledge base

Your Benefits

- ✓ Meet people from around the country and world
- ✓ Familiarization trips to partner businesses
- ✓ Flexible schedule

Anticipated work dates: Late April through late September

Hours: Part-time minimum 20 hours per week depending on availability

Salary: \$18 per hour

COVID-19 Information

This position has constant contact with the public. Staff may be asked to take precautions such as wear a mask while at work. Due to the evolving workplace and governmental requirements for the Covid-19 pandemic, positions may be subject to Covid 19 testing, temperature checks, and other screening method.

Application Information

The staff recruiting process is selective. All candidates must fill out an application followed by an interview to determine their level of knowledge, enthusiasm, commitment, and passion for promoting Sitka as a visitor destination.

To apply fill out an application form and drop it off at the Visit Sitka Visitor Information Center or email it to info@visitsitka.org. For questions call (907) 747-8604.



Visitor Information Center Staff Application

Applicant information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Your availability

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Date Available: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

List three professional references

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____

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Email: _____

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Company: _____ Phone: _____
Email: _____

Previous employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____