

SEASONAL EMPLOYMENT ANNOUNCEMENTS

**SOUTH DAKOTA GREAT LAKES ASSOCIATION
IN CONJUNCTION WITH THE
SOUTH DAKOTA DEPARTMENT OF TOURISM AND
SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION**

January 3, 2012

SEASONAL EMPLOYMENT ANNOUNCEMENT

South Dakota Great Lakes Association in conjunction with the South Dakota Department of Tourism and South Dakota Department of Transportation

The South Dakota Great Lakes Association, South Dakota Department of Tourism, and the South Dakota Department of Transportation are now accepting applications to fill the seasonal positions of Information Center Supervisors and Travel Counselors. Seasonal applications may be obtained from any South Dakota Department of Labor and Regulation Employment Service Offices or by visiting www.SDVisit.com.

Job locations include:

New Effington, Wilmot, Valley Springs, Vermillion, Salem, Chamberlain, Vivian, Wasta, Tilford and Spearfish.

Information Center Supervisors

Job Description: The Information 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 payroll, and supervising the information center staff. The supervisor reports directly to the Information Center Manager and is responsible for seeing through all instructions sent from the Department of Tourism and Department of Transportation, as well as keeping the Department of Tourism and Department of Transportation 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 **Information 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 information 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, in this seasonal position.
- (J) Be available to work weekends and holidays.

Starting Supervisor Salary: \$9.45/hour

Seasonal applications are to be submitted to: **Information Center Manager, Department of Tourism, 910 E. Sioux Ave., Pierre, SD 57501-3369.**

Please indicate on the application form a permanent 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 3, 2012. Interviews for these positions will be completed by March 30, 2012.

EQUAL OPPORTUNITY EMPLOYER

Information Center Travel Counselor

Job Description: An Interstate Information Center Travel Counselor is responsible for assisting visitors with their travel needs and questions, promoting and selling travel CDs, sending in daily car and motorcoach counts via the Internet, stocking shelves and assisting the supervisor when asked.

Minimum requirements for **Information 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) Be able to lift at least 40 pounds of literature to stock shelves and racks.
- (E) Be available to work from May through September or October depending on the center or until university/college resumes in the fall, in this seasonal position.
- (F) Be available to work weekends and holidays.

Starting Counselor Salary: \$9.00/hour

Seasonal applications are to be submitted to: **Information Center Manager, Department of Tourism, 910 E. Sioux Ave., Pierre, SD 57501-3369.**

Please indicate on the application form a permanent 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 3, 2012. Interviews for these positions will be completed by March 30, 2012.

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