

**Tourism Counselor
(Part-Time)
Clear Brook, VA**

The Virginia Tourism Corporation is seeking a Tourism Counselor for its Virginia Welcome Center at Clear Brook who is willing to work 8 to 12 days per month. The center is open 7 days per week from 8:30 am to 5:00 pm. This individual will provide travel information and assistance to the traveling public, stock brochure racks, assist the welcome center manager with daily operations and perform general office duties.

Skills:

- Ability to work independently in a heavy volume customer service environment
- Ability to lift up to 30 pounds, including extensive walking and standing
- Excellent customer service skills
- Ability to interact with the public
- Basic math and computer skills

Requirements:

- Holiday and weekend work is required
- Knowledge of Virginia's travel product, roads and highway systems preferred
- Travel industry experience preferred
- High school diploma required

Under Executive Directive #18, effective September 1, 2021, all employees must disclose their COVID-19 vaccination status to designated Human Resources personnel. If fully vaccinated, employees are required to submit vaccination documentation to designated Human Resources personnel. Those who are not fully vaccinated or have not disclosed their current vaccination status, must undergo weekly COVID-19 testing. All weekly testing results must be disclosed to designated Human Resources Personnel.

All candidates must apply through our website <https://www.vatc.org/administration/employment/>. Candidates with disabilities are encouraged to apply. Salary Minimum: \$15.00/hour. Application deadline: November 8, 2021.

VEDP is an Equal Opportunity Employer. All applicants are considered for employment without regard to race, sex, color, national origin, religion, sexual orientation, gender identity or expression, age, veteran status, political affiliation, genetics, or against otherwise qualified individuals with disabilities. It is VEDP's intent that its employment and personnel policies and practices conform to all applicable federal, state, and local laws and regulations regarding non-discrimination and affirmative action. Applicants requiring more information or requiring assistance may contact VEDP Human Resources at 1-804-545-5634 or vedphr@VEDP.org. TDD 1-800-828-1120.