



REGIONAL VISITOR INFORMATION CENTER COORDINATOR

Job Description

This position is responsible for welcoming visitors to the Dublin Visitors Center. The ideal candidate will have a passion for customer service and a positive attitude. The person in this position provides accurate information on the local and regional tourism product to include way-finding, hotels, attractions, merchants, and events. Ensures the Visitors Center is kept in organized, neat condition and manages administrative tasks such as answering phones, processing brochure requests, etc. This position reports directly to the Visitors Center Manager or immediate supervisor.

Must have basic computer skills and be able to complete assigned tasks with minimal supervision. Multi-tasking, exceptional customer service skills, cash handling, and dependability is a must. Physical requirements for performing essential functions of this position include sitting/standing for long periods of time and occasionally lifting/moving up to 50 pounds.

This position requires ability and flexibility to work a schedule that includes weekends, holidays, and call-ins. The Center is open every holiday except Christmas Day and Thanksgiving.

Job Duties

Including but not limited to:

MAINTAINING VISITORS CENTER

- Maintaining visitation counts.
- Fulfilling all brochure requirements.
- Ensuring the Center meets all standards for cleanliness and ADA requirements, while ensuring the Center is stocked with adequate supplies.
- Monthly gift shop inventory and seasonal display rotation.
- Tending Visitor Center gardens and dog park.

FULFILLING ALL VISITOR REQUESTS AND NEEDS

- Interacts with the public to respond to inquiries by giving information about events, attractions, accommodations, directional assistance, etc; directs callers to appropriate staff.
- Maintains a working knowledge of Dublin's tourism inventory including accommodations, retail, restaurants, attractions, events, exhibits, and related tourist services available.
- Visitor packages
- Leads
- Relocation requests
- Gift shop sales

ASSISTING SUPERVISORS IN THE DESIGN AND IMPLEMENTATION OF PROJECTS TO MARKET LAURENS COUNTY

- Brochures, maps, and other print projects
- Advertising
- Websites and other digital products
- Social media

Those interested in applying should send a resume to miriam@visitdublinga.org.



478-272-4002

**102 Travel Center Blvd.
Dublin, Georgia 31021**

VisitDublinGA.org