Job opportunity for a Part Time/ Temporary Tourism Coordinator
South Carolina Welcome Center in  Fair Play

Job Purpose: Perform excellent, front-line customer service to every guest at a South Carolina Welcome Center in order to increase guest spending in South Carolina through front-line information service and promotion of South Carolina's destinations, thus influencing current and future guest travel plans.

Duties under general supervision:
- Perform front-line marketing by way of customer service at a South Carolina Welcome Center to include but not limited to:
  - Accommodation/attraction reservation service
  - Distribution of literature as appropriate
  - Assistance with directions to guests
  - Greeting each guest with friendliness, hospitality, and a genuine smile
  - Representing the state in a courteous, professional manner including a clean and professional appearance as the dress code policy warrants
- Package promotional materials as instructed
- Assist in maintaining accurate records of promotional materials
- Assist in compiling and recording required activity reports for the Welcome Center
- Openly and tactfully communicate, participate, and advocate a professional, team-oriented atmosphere
- Perform relate duties as required by the supervisor

Applicant Requirements:
- Excellent oral and communication skills
- Ability to stand and walk for long periods of time
- Ability to stock literature
- Ability to lift, squat, and stoop with up to 50 lbs.
- Ability to be proficient with a personal computer
- Ability and flexibility to work a schedule that includes weekends, holidays, and call-ins (see below)
- Ability to participate in training (when available) to include, but not limited to:
  - On-site/Corridor training
  - Staff meetings
  - Emergency preparedness/safety procedures

Work Schedule:
- “As Needed” schedule and is less than 29.5 average hours per week
- Welcome Centers hours are 9 a.m. to 5 p.m. 7 days per week
- Meetings and training opportunities are often scheduled before or after work
- Work hours include, but are not limited to:
  - Weekends (Saturdays AND Sundays)
  - Call-Ins
  - Holidays
    - Welcome Centers are open most official Federal and State holidays
    - Currently (subject to change), Welcome Centers are closed on:
      - Thanksgiving Day
      - Christmas Eve
      - Christmas Day
      - New Year’s Day

To Inquire: Contact (Dawn Duncan) at (864-972-3731) or visit the South Carolina Welcome Center in (Fair Play) at (100 Welcome Center Place), (Fair Play), SC 29643 to obtain an application.


The South Carolina Department of Parks Recreation & Tourism is an Equal Opportunity Employer.