

# Greene County Economic Development, Tourism, and Planning

## Job Announcement **TOURISM PROMOTION AIDE (PART-TIME)**

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Hourly Rate: \$15.76 (Grade 3, Step 0)

The position involves distributing travel information to tourists, guests, and visitors and greeting and interacting with the public in person, by phone or email at the Greene County Visitor Center and the Historic Catskill Point. Work is performed under the direct supervision of the Director of Tourism or the assigned personnel of the Director. The incumbent must be personable in attitude and disposition, and willing to work weekends, holidays, and evenings. Does related work as required.

**REQUIRES EVENINGS AND WEEKENDS, TYPICALLY SATURDAY & SUNDAY, FROM MAY 1<sup>ST</sup> TO NOVEMBER 1<sup>ST</sup>**

**TYPICAL WORK ACTIVITIES:** *(The typical work activities listed below are illustrative only. Incumbents in this title may perform some or all of the following, as well as other related activities not described).*

- Staffs the Greene County Visitor Center and/or the Historic Catskill Point;
- Distributes travel information and interacts with visitors in response to visitors entering the Visitor Center or the Historic Catskill Point, or inquires via phone or email;
- Organizes and maintains display areas for promotional literature inside the Visitor Center and in the outside kiosk as well as at the Historic Catskill Point;
- Monitors the supply of promotional literature and re-orders as needed;
- Mails Greene County travel guides and other tourism materials in response to phone and on-line requests;
- Drives to hotels, attractions and restaurants throughout Greene County to distribute tourism information;
- Uses a computer to respond to e-mails, conduct searches on the internet, and assist with other tourism requests;
- Stocks shelves, loads and unloads vehicle with tourism materials, and must be able to lift boxes weighing at least 20 pounds;
- Staffs special events/weddings at the Historic Catskill Point including but not limited to safety checks per New York State guidelines to maintain compliance, utilize golf cart for transportation of guests, maintain bathrooms, complete reports as needed;
- Opens and closes venue prior to and after events;
- Staffs Freightmaster's Building which houses a Maritime Museum, including greeting and assisting visitors/groups with any questions they may have;
- Maintains records of tourists and visitors and compliance reporting at events held at the Historic Catskill Point.

**MINIMUM QUALIFICATIONS:** Possession of a valid New York State driver's license and the ability to drive a County vehicle and golf cart.

**Submission of a Greene County employment application is required** that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

**Applications can be obtained in person or at:**

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit an employment application to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or [hr@greeneconomy.gov](mailto:hr@greeneconomy.gov).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.