



2319 US-4, Killington, VT 05751
802-422-5722
killingtonpico.org

WELCOME CENTER SUPERVISOR

Position Summary:

Provide supervision over the Welcome Center and its staff/volunteers. Provide customer service to travelers, tourists, visitors, local residents, or other individuals visiting or calling the Welcome Center, as well as promote the community to encourage people to visit the region. Through teamwork and networking, we will encourage commerce to support a strong local economy within the greater Killington Region.

This is a part-time hourly (+/- 20hours/week), year round/seasonal position. This individual will work under the guidance of a KPAA Board of Directors representative.

DUTIES & RESPONSIBILITIES:

Welcome Center

- Supervises the Welcome Center and staff/volunteers
- Purchasing/receiving supplies
- Upkeep and cleanliness of the Welcome Center

Volunteer Coordination

- Oversee database and tracking of Merchant Pass volunteer hours
- Communicate volunteer opportunities in the newsletter

Outreach & Office Work

- Welcome visitors and provide area information
- Answer phone and emails
- Communicate with KPAA businesses and general public
- Generate content for e-newsletters

Website

- Ensure information on the KPAA website is accurate, up-to-date, and relevant

Social Media

- Manage our social media presence across multiple platforms, including our website, Facebook, Instagram, and Twitter accounts.
- Create and curate a variety of content to keep information and content up to date and fresh

- Keep actively informed about local events, business news, and other potential content

Additional tasks and responsibilities:

- As needed based on projects and KPAA Board of Director's purview

QUALIFICATIONS & EXPERIENCE

- Background in communication or other relevant fields preferred
- Solid written and verbal skills
- Experience with professional email communications
- Knowledge of website content management (WordPress)
- Social media knowledge (Facebook, Twitter, Instagram)
- Knowledge of sending out newsletters (MailChimp and/or Constant Contact)
- Proficient office and computer skills
- Ability to work independently
- Strong time management and organizational skills
- Professional interpersonal communication skills
- Ability to use Microsoft office programs, Excel, Power Point, Word

COMPENSATION

- \$15.00 an hour, +/- 20 hours a week

TO APPLY: Email resume and cover letter to admin@killingtonpico.org