

Visitor Information Centre Administrator

Location: Cache Creek Visitor Information Centre Reports to: Visitor Centre Manager

Position Summary:

The Visitor Information Centre (VIC) Attendant is the welcoming face of Cache Creek for tourists and locals alike. This role provides friendly, knowledgeable support to visitors, promotes regional attractions and businesses, and ensures the VIC is tidy, inviting, and well-stocked. In addition to daily operations, the VIC Attendant plays a key role in supporting local initiatives, including events, tradeshow, and collaborative community projects that enhance tourism and regional engagement.

Shifts are regularly scheduled Tuesday to Sunday or Wednesday to Monday throughout the summer, with the opportunity for one weekend off per month. We also offer flexibility for vacation time and shift changes when possible.

Key Responsibilities:

- Greet visitors in a professional, friendly, and engaging manner
- Share accurate information about local events, businesses, attractions, and accommodations
- Maintain and restock brochures, maps, and locally made retail merchandise
- Process sales and donations using the point-of-sale system
- Keep the Visitor Centre clean, organized, and welcoming
- Track and record daily visitor stats
- Complete clerical tasks like data entry, database creation, correspondence, and promoting events
- Respond to public inquiries via email and social media
- Take care of light outdoor tasks such as watering planters or tidying the entrance area
- Support community events and initiatives with a variety of tasks—from helping with setup and takedown to pitching in wherever needed
- Tackle occasional odd jobs or project-based tasks that come up—flexibility is key around here

Cleaning Duties:

We want to be very clear about the “clean and presentable” part of this job—because it matters. The VIC Attendant is responsible for cleaning both the public bathrooms and the centre to keep everything welcoming and hygienic. This includes emptying garbage, wiping and disinfecting sinks, counters, toilets, and mirrors, refilling soap and paper products, and mopping with disinfectant. Inside the centre, you’ll also be wiping down surfaces, vacuuming or mopping floors, dusting displays, cleaning windows, restocking hand sanitizer, and keeping the all areas tidy. Bonus points if you’re good at catching grasshoppers—they really like trying to sneak in. Basically—if it gets grubby, it’s your job to fix it. But don’t worry—we’ll show you where everything is, and once you get into the groove, it becomes a part of the daily rhythm.

Qualifications:

We’re looking for someone who’s friendly, outgoing, and genuinely enjoys helping people. You should be reliable, able to work independently, and open to taking on a variety of tasks. Familiarity with Cache Creek and the surrounding area is a bonus, but not a dealbreaker—we’re happy to get you up to speed. While some comfort with computers, a point-of-sale system, or even social media is helpful, what matters most is that you’re willing to learn. Strong communication and a good attitude go a long way here. Weekend and holiday availability is important during the busy season, and yes—we’ll make sure you’re trained and supported every step of the way. We don’t expect you to know everything, just to be willing to give it a go.

To Apply:

Please send your resume to: visitcachecreek@gmail.com