



**LEAD TOURISM AMBASSADOR**  
Full-Time  
Internal/External Posting No. 2025-62

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Department:	Community Services
Internal/External Posting Date:	August 1, 2025
Internal/External Closing Date:	August 17, 2025
Hourly Rate:	\$28.09 after probation
Hours of Work:	40 hours per week
Competition No.:	2026-62

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The City of Dawson Creek invites applications for Lead Tourism Ambassador. Under the direction of the Community Culture and Recreation Manager, Visitor Experience Coordinator or designate the Lead Tourism Ambassador supports the operations of Tourism Dawson Creek. This position supervises the Tourism Dawson Creek's Seasonal Ambassadors during the summer months and is the key ambassador during winter months. Responsibilities include maintaining the cleanliness and organization of the Visitor Centre, performing administrative tasks, financial reconciliation and delivering exceptional customer service.

**Requirements:**

- Valid BC Driver's License.
- Minimum 17 years of age by hiring date.
- Compliance with and approval of a Criminal Record Search (including Vulnerable Sector).
- The ability to perform all the duties outlined in a safe manner following established Facility Procedures, Occupational, Health & Safety Rules, and Violence in the Workplace policies and WorkSafe BC Regulations (i.e., WHMIS).

**What You'll Do:**

- Handle operational tasks for the retail store including transactions, opening and closing cash procedures and inventory tasks.
- Keep the merchandise area tidy and well stocked, storage maintained, and brochure displays stocked.
- Assist the Visitor Experience Coordinator by providing leadership and supervision to seasonal staff with respect to the day-to-day operations of Tourism Dawson Creek.
- Support the planning, scheduling, and facilitation of Caravan presentations and interactions with large touring groups.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a pdf to [resumes@dawsoncreek.ca](mailto:resumes@dawsoncreek.ca), **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

*The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.*