

- 227 2nd St. NW Canton, OH 44702 | 800.552.6051 | www.VisitCanton.com
 - 2101 Hall of Fame Way NW, Canton, OH 44708
 - **Position Title: Guest Services Internship**
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The purpose of this position is to provide quality visitor information and provide quality visitor information and support to visitors, guests and event attendees. The basic functions and major activities which must be performed to carry out the purpose of the position include:

- Staff Visit Canton's Visitor Information Center(s), answer phone calls, and answer visitor questions
- Assist in the set-up and staffing of Visit Canton information displays at select special events
- Assist in the fulfillment of travel guide and partner collateral pick-up/delivery
- Data entry and lead fulfillment from visitor inquiries
- Facilitate and support Visit Canton's mascot at requested events
- Stock, arrange, and display industry partner collateral, products, etc.

Qualifications required to perform the duties of this position include:

- High School Diploma or equivalent
- Proficient in Microsoft Office and basic computer skills
- Customer service oriented with excellent written and verbal communication

Work Environment, Physical Requirements, and Additional Information:

- Work environments will include; a visitor center/retail environment with periods of time sitting and standing, as well as indoor and outdoor event environments with significant standing
- Duties include set-up, stocking, and tear-down of displays, and require an ability to lift up to 25 pounds
- Must have reliable transportation and a current driver's license

Schedule and Compensation:

- Hours are based upon students academic schedule & availability
- Availability for weekends and evenings during special events
- Competitive hourly wage and mileage compensation for use of a personal vehicle in travel to/from special events and for any duties requiring travel to partner locations

Organization Overview:

The Stark County Convention & Visitors' Bureau, d.b.a. Visit Canton, is funded by a lodging tax administered through the Stark County Commissioners. The organization's mission is to promote travel to Stark County. Visit Canton facilitates operations that support a travel and tourism industry in Stark County that generates \$1.8 billion dollars in visitor spending. For more information visit www.VisitCanton.com.

Send Resumes to: Rosie Kurtz | Director of Finance & Administration | rosiek@visitcanton.com | 330.542.6371