



Job Position: Visitor Information Officer(s)

Full-time

May – September, 2026

The Grande Prairie Regional Tourism Association is looking for confident and outgoing summer students to join our team as Tourism Information Officers (TIO). This entry-level role is perfect for someone eager to build hands-on experience in project design, public speaking, marketing and sales while contributing to the promotion of our vibrant region.

About the Role

Working closely with the Visitor Information Team Lead, the TIOs will support a wide range of activities—from providing guest services to designing and leading tours. This position is ideal for outgoing individuals looking for a creative role both in and outside of an office environment this summer.

Key Responsibilities

Visitor Engagement & Support

- Greet visitors in a friendly, welcoming manner at the Visitor Information Centre and at events.
- Provide referrals and tailored recommendations for attractions, activities, accommodations, dining, trails, and experiences across the region.
- Offer wayfinding support by helping guests understand local maps, routes, and transportation options.
- Maintain an excellent understanding of regional tourism products, including seasonal activities and hidden gems.

Tours & Experience Development

- Lead or assist with guided tours for individuals or small groups.
- Share stories, facts, and insights that reflect the culture, history, and attractions of the area.
- Support the creation of new tour content, scripts, and engaging guest experiences.

Event Support & Data Collection

- Attend tourism-related events across the region to provide visitor information services.
- Gather statistical information such as visitor counts, origin data, and engagement metrics.
- Assist with the setup and takedown of event booths, signage, and promotional materials.

Operations & Administration

- Keep tourism materials such as brochures, maps, and guides stocked and organized.
- Assist with updating materials as needed.
- Maintain clean, welcoming spaces in the Visitor Information Centre and at event booths.
- Support administrative tasks such as data entry, inventory tracking, and basic reporting.



Qualifications

- Currently enrolled in high school, college, or university (or a recent graduate eligible for summer student employment).
- Interest in tourism and hospitality or marketing and sales.
- Strong written and verbal communication skills.
- Collaborative mindset and working style.
- Organized, mature, dependable, and eager to learn.
- Valid driver's licence and reliable vehicle is an asset.

How to Apply

Qualified candidates are asked to submit CV and resume to Jasmin Greavett, Executive Director by email at director@gptourism.ca