



VISITOR EXPERIENCE COORDINATOR

Summer Student Seasonal Position

**BRING YOUR POSITIVE ENERGY AND BE A PART OF
NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY**

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we're INSPIRED and ask you to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

If you are inspired with this work environment, you are encouraged to apply for our Summer Student **Visitor Experience Coordinator** position.

The **Visitor Experience Coordinator** provides education and awareness of the scenic vistas', best trails, fishing holes, and other attractions and opportunities across West Hants for all visitor and new residents in the area! Working closely to meet the needs of the customers they serve, they will support with itinerary planning, reservations, and ensuring the people who are new to the area are inspired by all that West Hants offers!

What we're looking for:

- An energetic individual, who is excited to share their passion of West Hants with others!
- Experience working in a customer service role
- Excellent interpersonal and communication skills
- Knowledge of local tourism would be considered an asset
- Experience supervising staff or volunteers is an asset
- Strong work ethic, resourceful, and takes pride in providing a safe and inclusive space for community members



West Hants

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A copy of the job description can be found by clicking on the following link:

<https://www.westhants.ca/news/employment-committee-opportunities/>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter, merged into one PDF document with “**Visitor Experience Coordinator**” in the email subject line no later than **March 22, 2026** to the attention of the **Manager of Community Economic Development** at beinspiring@westhants.ca.



WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION Visitor Experience Coordinator

Position Title: Visitor Experience Coordinator
Department/Division: Community Development
Reports To: Visitor Experience Assistant Supervisor
Wage: \$18.00 per hour – pending budget approval
Tentative start date: 1 position, 24-week work term

- Tentative term: May 11 - Oct 13, 2026

Shift Details: 35 hr/week, including evenings and weekend shifts
Classification: Summer student position
Revision Date: February 2026

POSITION SUMMARY

The Visitor Experience Coordinator will assist with the overall mandate of the Welcome Centre. As an ambassador for Nova Scotia and the West Hants Regional Municipality, the Visitor Experience Coordinator will be a conduit for visitor and resident information. You will promote our inspiring vistas and attractions, to enhance the visitor experience. Through social media, staff will promote the local “arts” scene; aid in the preparation of an on-line newsletter; collect images and videos of various groups, businesses, events, and programs to be used for future marketing.

JOB DUTIES AND RESPONSIBILITIES

- To promote all local and provincial festivals & events, cultural & heritage experiences, agricultural tourism and educational activities and all other tourism
- Work flexible hours (evenings, weekends, holidays, as required)
- Assist with the overall mandate of the Welcome and Visitor Information Centre. Ask appropriate questions to determine what type of experience the visitor or newcomer is looking for and gather information quickly.
- Use local and social media to help promote and support the local arts, festivals, and the agriculture community
- Assist in an on-line summer newsletter
- Coordinate and complete tasks
- Ensure the safety of visitors and staff

- Work closely with the Visitor Experience Assistant Supervisor, and the Manager of Community Economic Development. This position is based in Windsor at the Hants County War Memorial Community Centre, a hub of summer recreation where all Welcome and Visitor Information Centre staff will interact with the Active Living Coordinator, Summer Recreation Manager, and Community Recreation Coordinator
- Handling administrative tasks such as email, social media posting, maintaining visitor statistics, etc.
- Maintain a high standard of customer service with the public
- Other duties as assigned

JOB REQUIREMENTS

Qualifications:

- Basic computer skills
- Have or be willing to take,
 - Basic First Aid and CPR
 - SuperHost,
 - Customer Sales and Service Training/Service 1st
 - WHIMS

Knowledge:

- Knowledge of local region and Nova Scotia
- Knowledge about attractions both locally and regionally

Ability:

- To effectively follow policies and procedures
- To effectively communicate orally and in writing
- To provide quality customer service