



Job Description

Seasonal Visitor Center Information Specialist

last updated: May 2025

Title: Visitor Center Information Specialist

Location: In-person/office

Reports to: Visitor Center Manager

Supervises: None

Compensation: \$20 per hour

Position Hours: 2-3 days a week 9:30 a.m. to 4:00 p.m.
Seasonal (June-August), Part-time, non-exempt position.

Position Summary:

Visitor Center responsibilities will require completing all opening and closing tasks daily in the Visitor Center, responding to questions from walk-in visitors, answering phones, and responding to email inquiries. This requires a good deal of background knowledge about activities and lodging in Bend and an ability to find information using internet search engines. During every shift there will be light cleaning projects.

This position will also assist the Visitor Center Manager with projects such as monthly reporting, brochure inventory and program management, and retail purchasing for the Visitor Center store.

Essential Duties and Responsibilities – Visitor Center Information Specialist

- Answering phone calls
- Assisting walk-in visitors
- Responding to info emails
- Fulfilling brochure and mailing requests
- Operating cash register and handling money
- Assisting with retail inventory management and organization
- Managing the Visitor Center brochure program
- Cleaning and restocking the Visitor Center and restrooms
- Assisting with inventory and collateral storage at off-site unit(s)
- Great customer service skills
- Attention to detail and ability to be organized

- Ability to be on time every day
- Proficiency in Microsoft Office products such as Outlook, Word, Excel
- Proficiency in internet search engines and social networking sites such as Facebook and Instagram
- Ability to lift up to 45 lbs.
- Ability to use a ladder to access storage area
- Access to reliable vehicle and current driver's license
- Additional projects and tasks may be assigned

Compensation

1. Competitive wage
2. Sick time accrual per Oregon State law
3. Monthly lunch stipend

How to Apply:

Email your resume to megan@visitbend.com with "Seasonal Visitor Center Information Specialist Position" in the subject line.

Visit Bend is a non-membership, non-profit economic development organization dedicated to promoting tourism on behalf of the City of Bend. Visit Bend is a leading provider of information on Bend, Oregon, hotels, restaurants, activities, and Oregon vacation planning.

Visit Bend recognizes the lack of diversity within the tourism and hospitality industry. Visit Bend is actively addressing this by fostering a culture of positive work experience that encourages a sense of belonging for all ethnicities, identities, and backgrounds.

Our team cares deeply about this place we live, play, raise families, and call home. We're passionate about caring for the wild places, this community, and sharing them with people from all walks of life. We honor all voices and experiences, regardless of where your path takes you. No matter who you are or where you've roamed, we welcome you.

Visit Bend is committed to providing equal employment opportunity for all persons regardless of race, color, religion (including religious dress and grooming practices), sex, sexual orientation, gender, gender identity, gender expression, age, marital status, national origin, ancestry, citizenship status, pregnancy, medical condition, genetic information, mental and physical disability, political affiliation, union membership, status as a parent, military or veteran status or other non-merit based factors.

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