

EAU CLAIRE AREA CONVENTION & VISITORS BUREAU (VISIT EAU CLAIRE)

JOB TITLE:	Visit Eau Claire Fun Finder
JOB TYPE:	Part-time
HOURS:	10 - 20 Hours/week
SCHEDULE:	Varies; mostly nights, weekends, and holidays
PAY:	Hourly
REPORTS TO:	Manager of Concierge Services
COLLABORATES WITH:	Director of Finance & Administration under the direction of the Executive Director

OVERVIEW: The Fun Finder is responsible for promoting the Eau Claire area at all Fun Patrol events.

Additionally, the Fun Finder is responsible for providing marketing support to engage the social media communities by publicizing the Fun Patrol activities.

SPECIFIC DUTIES:

- 1) **Fun Patrol Coordination and Oversight:**
 - Participate in monthly meetings
 - Attend all designated Fun Patrol events (festivals, parades, business promotions, etc.)
 - Create special promotions and activities to generate excitement and engagement at events and through social media
 - Answering/Assisting with questions from visitors and local residents about upcoming events, lodging, area attractions, etc.
 - Participate in all training opportunities
 - Assist with and organize Fun Patrol events
 - Ensure all Fun Patrol vehicles are regularly cleaned and maintained
 - Ensure that all goals set out for the Fun Patrol are achieved
 - Submit time sheets for payroll
 - Capture photos, videos, and other content of promotions at all Fun Patrol events
 - Inventory reconciliation for each event
 - Petty Cash reconciliation
 - Participate in Google Calendar invitations

- Ensure storage shed is regularly cleaned and maintained

2) Marketing Support

- Assist with implementing the VEC social media strategies via Fun Patrol events, member interactions and blogging activities

ADMINISTRATION:

- Maintain a cohesive working relationship with all other personnel to ensure a unified and effective promotional effort.
- Maintain a well-informed working knowledge of the attractions and services available in the area to visitors and acting as a liaison between these entities and the visitor.
- Other responsibilities, as delegated by the Executive Director

JOB REQUIREMENTS:

- A personal commitment to excellence, professionalism and creativity
- Ability to respond to questions from executive management, clients, customers and the general public.
- Must be able to lift 60 pounds. Must have own dependable transportation.
- Professional attire required at any time the Convention & Visitors Bureau is being represented, except by special permission from the Executive Director. (Fun Patrol attire will be provided by Visit Eau Claire).
- This job regularly requires evening, weekend, and holiday work