

## **THE CORPORATION OF THE TOWN OF COCHRANE**

### **Job Title: Guest Services Team Leader**

Reports To: Manager, Polar Bear Habitat (PBH)

Status: Permanent Full-time

Salary: \$19.60 per hour with Benefits and a Defined Benefit Pension

Hours of Work: 40 hours per week, including holidays and weekends

Work Location: Cochrane, Ontario

### **Position Summary:**

The guest services team leader will be responsible for providing leadership and guidance to the guest services team, to ensure our guests are provided with outstanding customer service. Reporting to the Polar Bear Habitat Manager, this position will greet guests when they arrive at the facility, sell the appropriate admission pass and provide them with the information they will need to have an enjoyable visit. Other responsibilities include ordering and display of product in the giftshop, guest correspondence through phone, email, and social media, booking of tours and oversight of the guest services team members.

### **Summary of Position Responsibilities:**

- Reporting to the PBH Manager, the Guest Services Team Leader will provide exceptional customer service to all guests.
- Acts as the main point of contact for all guest enquiries.
- Oversees the daily operation of all aspects of guest services throughout the Habitat. This includes but is not limited to, cleanliness of buildings and washrooms, pool water quality, the Snack Shack, Heritage Village and Snowmobile Museum.
- Liaises with tour organizations to plan and book group tours and additional guest experiences.
- Provides customer service support in all areas of The Habitat including, but not limited to, general inquiries, camping registration, booking group tours and online sales.
- Screen visitor calls and emails directed to the Polar Bear Habitat and forwards them as necessary.
- Acts as an advocate for the Polar Bear Habitat and surrounding Cochrane Community.
- Operation of POS system including cash and electronic sales and production of daily reports
- Oversees daily operation of gift shop including stock levels and visual merchandising.
- Works collaboratively with the Manager and Purchasing Officer to ensure that the gift shop and online store are stocked with quality products that are merchandised in a visually appealing manner.
- Communicates effectively with the Animal Care Team to provide accurate and pertinent information about the bears to guests.
- Communicates upcoming events to the public using platforms such as the PBH website and social media pages.
- Maintains up to date information on search engines such as Google.
- Contributes to marketing and promotional materials including, but not limited to, the Town of Cochrane Tourism Guide, brochures, and social media posts.
- Creation of informative/advertising material using pre-made templates and designs.

- Liaises with internal/external stakeholders (such as Community Programmer, Cochrane Tourism Association, Cochrane Public Library, School Boards etc.) to communicate event notices and collaborate on events.
- Assists during special events including equipment setup, running of the event and pack down.
- Assists Manager and Animal Care Team in the creation and implementation of events and fundraising activities.
- Assists the Manager with basic administrative tasks as assigned, including emails, phone calls and other written correspondence.
- Completes accident/incident reports, notifying the Manager of the same; contact appropriate emergency services as required.
- Assist in daily supervision and training of part-time/seasonal staff.
- Acts as a team leader for other guest services team members by providing daily tasks and guidance.
- Practice and promote positive attitudes and actions as a team player; recommend ideas and initiatives to enhance the workplace, recommend operational and capital facility upgrades.
- Follows the priorities established through the Manager of the Polar Bear Habitat and Director of Community Services.
- Follows policies and procedures set out by the Polar Bear Habitat Manager, Town of Cochrane, and Town Council.
- Performs other related duties as assigned including but not limited to sweeping, mopping and surface cleaning.
- Maintain basic up to date knowledge of polar bears, climate change and the Cochrane community and surrounding area.

## **QUALIFICATIONS:**

### **Education, Experience, Certification & Licences**

- Strong customer service/retail experience is essential.
- Strong interpersonal, verbal, and written communication skills in English is required.
- French communication would be considered an asset.
- Previous supervisory experience is an asset.
- Hospitality/tourism experience would be an asset.
- Ability to work weekdays, weekends and some holidays.
- Ability to work independently but also play an active role in a team environment.
- Ability to perform light manual labour including bending, stooping, lifting, and reaching.
- Must have a valid Ontario driver's license.
- Computer skills including Microsoft Office programs and video conferencing platforms.
- First Aid and CPR certified or willing to obtain.
- Valid criminal records check.

### **Who we are:**

The Cochrane Polar Bear Habitat provides a home for bears which cannot survive on their own in the wild. With approximately 24-acres of sub-arctic boreal forest, our bears enjoy natural substrates and vegetation, as well as a 10-acre spring-fed lake which provides a naturally occurring ice platform for 6 months of the year. The Centre also features a unique wading pool attached to the polar bear pool, which allows both children and adults to 'swim with the bears!', a viewing building with observation deck, children's playground, seasonal transient campsites,

1.5kms of walking trails throughout, and a Heritage Village featuring 10+ unique heritage buildings from Cochrane's past filled with historical artifacts.

[www.polarbearhabitat.ca](http://www.polarbearhabitat.ca)

### **How to apply**

We encourage qualified candidates to email their resume and cover letter to [HR@cochraneontario.com](mailto:HR@cochraneontario.com) on or before April 27th, 2025, at 3:00 PM.

The Town of Cochrane is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities (AODA). If you need accommodation during the recruitment and selection process, please call (705) 272-4361.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection Privacy Act.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.