



# Wellfleet Chamber of Commerce

## POSITION SUMMARY

Position Title: Information Booth Personnel / Information Specialist

Reports To: Information Booth Manager

**POSITION SUMMARY:** Assists visitors in the information booth, as well as answering inquiries via telephone and email, supplying up-to-date information and directions, as needed. Helps keep the information center neat and orderly, re-stocks informative brochures, as needed. Maintains a positive image of the Wellfleet Chamber of Commerce.

## TASKS AND COMPETENCIES:

1. Answers questions by phone, in person or by email to visitors.
2. Stocks shelves with member business brochures.
3. Stocks retail merchandise and conducts cash and credit card sales transactions.
4. Maintains bulletin board both inside and outside, as directed by the Booth Manager.
5. Maintains log sheets.
6. Helps with visitor accommodations.
7. Phones Chamber members regarding rack card supplies.
8. Operates laptop computer and iPad for merch sales.
9. Keeps information booth clean and tidy, dusts, removes trash, vacuums, cleans windows, maintains the perimeter of the booth with regard to trash, flowers, etc.
10. While working at the Information Booth, performs duties related only to the Wellfleet Chamber of Commerce.
11. Performs other duties, including special event work as assigned and as needed.

**PREREQUISITES:** Has a solid knowledge of the Town of Wellfleet and the surrounding area; ability or willingness to learn how to operate an iPad for merchandise sales.

**PHYSICAL:** Must be able to stand for extended periods of time. Must be able to lift brochures and merchandise. Must be able to perform light cleaning chores. Must be able to communicate clearly in the English language to those seeking information.

[Click here to apply](#) or email [info@wellfleetchamber.com](mailto:info@wellfleetchamber.com) for job application with "Info Booth Personnel" in the subject line.

Thank you for your interest!