

Colorado

Tourism Office

Colorado Office of Economic Development & International Trade

Colorado Tourism Office

Job Description

Job Title:	Manager of Colorado Welcome Center at Fruita
Job Location:	Colorado Welcome Center, Fruita, Colorado
Salary + Benefits Range:	\$25,000 - \$30,000
Weekly Hours of Work:	32
Deadline for applications:	August 7, 2009

The mission of the Colorado Tourism Office (CTO) is to encourage economic growth throughout Colorado with the promotion of tourism. The CTO promotes Colorado to travelers through international and domestic marketing programs and distributes travel inspiration and planning materials. The CTO oversees ten official Colorado Welcome Centers that are strategically located throughout Colorado. The ten Colorado Welcome Centers are staffed with approximately 500 volunteer travel counselors who provide accurate and helpful information to travelers about tourism-related activities throughout the state in an effort to enhance their trips. The Welcome Centers are managed by paid staff who are responsible for operations of the Centers.

POSITION:

The Manager of the Colorado Welcome Center at Fruita is responsible for coordinating and managing the general operations of the Colorado Welcome Center located at 340 Highway 340, Fruita, Colorado for the Colorado Tourism Office.

The Colorado Welcome Center Manager is responsible for making operating decisions within the guidelines of the program operations and recruits, supervising and motivating a staff of over 60 volunteer travel counselors who are engaged in promoting tourist activities throughout the state.

The manager is responsible for recruiting a sufficient number of volunteers to cover all work shifts, implementing all training programs, coordinating special events, and maintaining the morale and enthusiasm of the volunteer staff. The manager plans study tours in Colorado for the volunteer travel counselors twice a year, as well as training meetings once a month.

The manager will develop and maintain a close working relationship with the Colorado Department of Transportation who are partners in the facility and oversee the maintenance of the building.

The manager is responsible for maintaining records and making monthly reports on specific Center activities. The manager is responsible for maintaining and tracking an annual budget and providing monthly status reports. The manager is responsible for maintaining an adequate supply of travel materials distributed at the Centers. The manager will implement any special promotions projects sponsored by the Colorado Tourism Office.

The manager will work with a network of nine other Colorado Welcome Center managers and the CTO Welcome Center Program Manager to review and evaluate the Colorado Welcome Center program. The manager will perform other duties as needed.

The manager will attend and represent the Colorado Welcome Center at Fruita at specific Colorado Tourism Office sponsored events. Work is performed under the general direction of the CTO Welcome Center Program Manager and the Colorado Tourism Office Director.

QUALIFICATIONS:

A four-year college degree from an accredited college or university plus one year office experience is preferred. An equivalence of 5 years office experience is acceptable.

Prior experience working with volunteers and experience working with a diversity of age ranges, including ages 50-plus are ideal. Candidates should have a passion for Colorado, as well as knowledge about Colorado's vacation opportunities. Ability to work with a diversity of people, including visitors from other countries is required.

Good communication skills and the ability to work unsupervised are necessary. Experience using Microsoft Office is required.

Candidates should be team orientated and demonstrate the ability to work effectively with peers, subordinates, and supervisors.

Periodic travel within Colorado and attending evening and weekend activities may be required.

APPLICATION PROCESS:

Submit cover letter and resume to contact listed below. In the cover letter, describe your experience and level of responsibility with the following areas (limit your response to one page total):

- 1) Describe any management experience
- 2) Describe experience with managing and tracking budgets, include the total amount of budget managed as well as responsibilities involved.
- 3) Experience working with volunteers

Provide three professional references.

Deadline for applications: August 7, 2009

Send cover letter and resume to:

Cindi Meharg

Welcome Center Program Manager, Colorado Tourism Office

re: Fruita Welcome Center Manager Position

340 Highway 340

Fruita, CO 81521

970-858-0462 (fax)

Cindi.Meharg@state.co.us

(email must include subject line: **Fruita Welcome Center Manager position**)