



Job Description

Pop-Ups Tourism Ambassador / Farmer's Market Clerk

Position Overview:

- This position is primarily based at the Prescott Farmer's Market/Pop-Ups site, located at 191 Water St East, Prescott, Ontario; with some in-office hours located at Prescott Town Hall, 360 Dibble St. W Prescott, Ontario.
 - May 11th – Sept 6th, 2026; 4 days/week - Thurs-Sunday, plus Statutory Holidays
 - Daytime shifts Thursday 9am-5pm, Friday 11am-7pm, Saturday 11am-7pm, Sunday 11am-5pm, Statutory Holidays 11am-5pm. Hours are subject to change.
 - \$20.00 per hour, less statutory deductions
 - Under the direction of the Economic Development Officer and department support staff, the successful applicant will be responsible for providing visitor services, marketing support and maintaining daily operations of the Prescott Farmers' & Crafters' Market and Prescott Pop-Ups co-located sites.
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Responsibilities

Visitor Services & Tourism Support

- Greet visitors in a friendly, welcoming manner and provide high-quality customer service.
- Offer information on local attractions, events, businesses, and recreational opportunities.
- Promote Explore Prescott visitor guides, merchandise, and tourism programming.
- Provide on-site administration of the weekly Farmer's Market activation including daily set-up tasks, processing vendor fees, ensuring compliance with guidelines, managing on-site entertainment, assisting vendors as required, reporting deficiencies/feedback to senior management.
- Assist with on-site marketing, including capturing images/videos and producing marketing content, assisting with campaigns & promotions throughout the season.
- Monitor visitor tracking materials/devices.

Retail & Merchandising

- Assist customers with Prescott merchandise purchases.
- Restock merchandise displays, maintain visual merchandising standards, and monitor/report inventory shortages.
- Conduct opening and closing procedures, including cash reconciliation.
- Ensure a clean, tidy, and welcoming concession area at all times.
- Operate point-of-sale systems for retail sales.

Facility & Grounds Support

- Maintain cleanliness of interior and exterior visitor areas (sweeping, wiping surfaces, emptying waste/recycling, disposing of refuse).

- Complete daily site set-up requirements (signage, equipment, visitor activations)
- Report maintenance concerns promptly to supervisors.
- Assist with setup for events, programming, or seasonal initiatives as required.

General Administrative Tasks

- Provide clerical duties such as brochure organization, database entry, and inventory logging.
 - Provide support for public events as required.
 - Follow all municipal customer service policies, emergency procedures, and health & safety protocols.
 - Represent the Town of Prescott in a professional, courteous manner at all times.
 - Other related duties as assigned.
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Qualifications

Required

- Must be currently enrolled in a secondary or post-secondary institution or within six months of graduation with focus in Business Administration, Marketing, Event Management, Communications, Public Relations, Tourism, Sales or related program field.
- Strong customer service and interpersonal skills.
- Ability to communicate clearly, handle inquiries, and provide accurate tourism information.
- Comfortable working independently in a busy, fast-paced environment with varied responsibilities.
- Basic cash-handling and POS experience, or ability to learn quickly.
- Reliability, punctuality, and ability to work independently or as part of a team.
- Ability to stand for extended periods and lift up to 25 lbs (e.g., stocking, supplies).
- Valid Ontario driver's license.
- Willingness to work weekends, holidays, and public events.

Assets

- Bilingual English/French (oral) for visitor interactions.
- Previous experience in retail, food service, customer service, public events or tourism.
- Knowledge of Prescott and the surrounding region.
- Smart Serve, food-handling certification, or willingness to obtain.
- Familiarity with tourism brand messaging and municipal customer service standards.