



Please return a copy of the below position description, a completed Leon County Internship Application, and a copy of your resume to the VolunteerLEON Internship Coordinator. The documents can be sent by mail, fax – (850) 606-1971, or email – [bidlingmaiera@leoncountyfl.gov](mailto:bidlingmaiera@leoncountyfl.gov). If you have any questions, please do not hesitate to call the VolunteerLEON office at 606-1970. We look forward to working with you soon and creating lasting internship relationship with you!

<b>POSITION TITLE</b>
Tourism Ambassador

<b>DEPARTMENT</b>	<b>DEPARTMENT CONTACT</b>
Tourism Development Department	Raymond James

<b>DEPARTMENT ADDRESS</b>	<b>TELEPHONE AND FAX NUMBERS</b>
106 East Jefferson Street, Tallahassee, FL 32301	(p) (850) 606-2300; (f) (850) 606-2301

<b>DEPARTMENT CONTACT E-MAIL</b>
JamesR@leoncountyfl.gov

<b>MAJOR OBJECTIVES</b>
The Tourism Development Department is charged with improving the Leon County economy and quality of life by growing the number of visitors to Leon County, their length of stay and expenditures.

<b>MAJOR RESPONSIBILITIES</b>
Provide friendly, timely and accurate information about the Tallahassee area to both telephone and walk-in customers; direct other telephone calls to main number; assist with producing delegate packets for visiting meeting and conference groups; sell retail merchandise from Visitor Information Center gift shop.

<b>QUALIFICATIONS</b>
Knowledge of or willingness to learn about the Tallahassee area and its tourism product; commitment to providing quality customer service; outgoing and friendly personality; demonstration of passion for the Tallahassee area and its many attributes.

<b>TIME AND PLACE.</b>
Hours can be flexible; Visitor Information Center is open at 106 East Jefferson Street from 8-5 daily and from 8-1 on Saturdays; and 8-1 Monday through Saturday at the airport.

<b>COMMITMENT</b>
We would prefer the department average of 16 hours per week.

<b>AVAILABILITY</b>
Any semester

<b>BENEFITS TO THE INTERN</b>
Good skills and experience for anyone interested in a career in tourism; great customer service experience

<b>PLACEMENT OPPORTUNITIES</b>
How many interns can you accommodate in a particular semester? __8__ Fall    __8__ Spring    __8__ Summer

<b>AVAILABILITY</b>
Check the available semesters for this internship position _____ Fall Only    _____ Spring Only    _____ Summer Only    __X__ Any Semester