

**SEASONAL EMPLOYMENT ANNOUNCEMENT**  
**South Dakota Department of Tourism**

The South Dakota Department of Tourism is now accepting applications to fill the seasonal positions of Welcome Center Supervisors and Travel Counselors. Seasonal applications may be obtained from any South Dakota Department of Labor and Regulation Employment Service Office or by visiting [www.SDVisit.com](http://www.SDVisit.com).

Job locations include the:

Wilmot, Vermillion, Valley Springs, Chamberlain and Spearfish Interstate Welcome Centers, along with the Minuteman Missile National Historic Site Visitor Center.

**Welcome Center Supervisors**

Job Description: The Welcome Center Supervisor is responsible for the daily operations of their center. The supervisor's responsibilities include coordinating the work schedule, ordering and displaying print materials, filling out reports, submitting timesheets, and supervising the Welcome Center staff. The supervisor reports directly to the Welcome Center Manager and is responsible for seeing through all instructions sent from the Department of Tourism, as well as keeping the Department of Tourism updated on happenings at the center. Aside from the above duties, the supervisor is also considered a travel counselor; and therefore, has all the responsibilities of a counselor in addition to the supervisor duties.

Minimum requirements for **Welcome Center Supervisor** include:

1. Be high school graduate or equivalent.
2. Have excellent customer service skills.
3. Have good knowledge of South Dakota history, geography and visitor attractions.
4. Have the ability to coordinate and supervise Welcome Center staff.
5. Have the ability to communicate a clear, concise, and positive image of South Dakota.
6. Have good oral and written communication skills.
7. Have basic computer knowledge, including experience with Microsoft Word, Excel, & Outlook.
8. Have ability to operate a small office.
9. Be able to lift at least 40 pounds of literature to stock shelves and racks.
10. Be available to work from May through September or October, depending on the center.
11. Be available to work weekends and holidays.

Starting Supervisor Salary: \$10.89/hour

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Seasonal applications are to be submitted to: **Welcome Center Manager, Department of Tourism, 711 E. Wells Ave., Pierre, SD 57501-3369.**

Please indicate on the application form a mailing address, telephone numbers, and e-mail address (if available) where you can be reached, along with the position that you are applying for.

Deadline for submitting applications is March 20, 2020. Interviews for these positions will be completed by April 17, 2020.

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### **Welcome Center Travel Counselor**

Job Description: An Interstate Welcome Center Travel Counselor is responsible for assisting visitors with their travel needs and questions, promoting Dept. of Tourism programs, sending in daily car and motorcoach counts via the internet, stocking shelves, tracking publication inventory and assisting the supervisor.

Minimum requirements for **Welcome Center Travel Counselor** include:

1. Be high school graduate or equivalent.
2. Have excellent customer service skills
3. Have knowledge of South Dakota history, geography, and visitor attractions.
4. Have the ability to communicate a clear, concise and positive image of South Dakota.
5. Have basic computer knowledge, including experience with Microsoft Word, Excel & Outlook.
6. Be able to lift at least 40 pounds of literature to stock shelves and racks.
7. Be available to work from May through September or October, depending on the center.
8. Be available to work weekends and holidays.

Starting Counselor Salary: \$10.17/hour

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Seasonal applications are to be submitted to: **Welcome Center Manager, Department of Tourism, 711 E. Wells Ave., Pierre, SD 57501-3369.**

Please indicate on the application form a mailing address, telephone numbers, and e-mail address (if available) where you can be reached, along with the position that you are applying for.

Deadline for submitting applications is March 20, 2020. Interviews for these positions will be completed by April 17, 2020.

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## 2020 Welcome Center Job Application

**Center Location:** \_\_\_\_\_ **Position Desired (circle):** Supervisor/Travel Counselor

**Number of days per week you wish to work (circle):** 4 3 2 substitute

**Last Name/First Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_  
(Box #, Street, Apt., City, State, Zip)

**Permanent Address:** \_\_\_\_\_ **Cell Phone:** (\_\_\_\_) \_\_\_\_\_  
(Box #, Street, Apt., City, State, Zip)

**Email Address:** \_\_\_\_\_

**T-Shirt Size:** S M L XL 2XL 3XL 4XL

### **Please circle either yes (Y) or no (N) for the following questions:**

Are you under 18? ( Y / N ) Do you have the legal right to live and work in the United States? ( Y / N )

Do you have a valid driver's license? ( Y / N ) Driver's license number: \_\_\_\_\_

Earliest date you can begin work (mo/day): \_\_\_\_\_ through last working day (mo/day): \_\_\_\_\_

### **Education/Training:**

Circle the last year of education completed: (For high school diploma or GED, circle 12.)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18+

Degrees, coursework, or other relevant education/training, including major & minor:

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List names and phone numbers of two references:

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Describe your interest in the job you are applying for:

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Describe what makes you qualified for the job you are applying for:

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**List all past employment or volunteer work experience you feel may add to your qualifications for this job. (Attach additional pages as necessary.)**

**A.** Job title: \_\_\_\_\_ Dates employed: From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_  
Employer: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_  
Equipment/machines used: \_\_\_\_\_  
Description of duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B.** Job title: \_\_\_\_\_ Dates employed: From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_  
Employer: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_  
Equipment/machines used: \_\_\_\_\_  
Description of duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C.** Job title: \_\_\_\_\_ Dates employed: From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_  
Employer: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_  
Equipment/machines used: \_\_\_\_\_  
Description of duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By submitting this application, you are certifying that the information is true, correct, and complete to the best of your knowledge and belief.  
The disclosure of your Social Security Number is voluntary.

Equal Opportunity Employer