



## Visitor Center Host Texas Hill Country River Region

The Texas Hill Country River Region (THCRR) was founded in 1998 with the mission of promoting Uvalde County as an overnight year-round tourism destination and to increase off-season occupancy in the regions' accommodations which are primarily located along the Frio, Nueces, and Sabinal rivers. THCRR is funded by a county hotel occupancy tax, governed by a seven-member Board of Directors, and is authorized via a contract with Uvalde County, all of which support the mission of expanding Uvalde County and the Texas Hill Country River Region as a year-round destination for vacationers, business travelers and special interest groups.

### **Responsibilities:**

The Executive Director, with the support of the THCRR Board of Directors, is responsible for establishing the objectives for THCRR, as well as developing and executing the strategy for realizing those objectives. Specifically, the Visitor Center Host:

- Acts as host/ambassador to tourists, visiting groups, and special guests by providing general information on Uvalde County, maintaining scheduled presence at the Visitor Center.
- Returns emails and phone calls in a professional and timely manner and retrieves/distributes mail.
- Plans and prepares for THCRR board meetings, general meetings, and other events.
- Maintains Marketing collateral – distributes, tracks inventory, and replenishes with the approval of the Executive Director.
- Coordinates THCRR supporting role for events (concert series, festivals, etc.) and at the request of the Executive Director and where possible, attends events in a THCRR capacity.
- Assists and supports Executive Director in developing THCRR events (Pop Up Market, Star Gazing Parties, Coffee Meetings), coordinates guests and vendors, and assures that appropriate communications occur with community, tourists, and local stakeholders.
- Assists with the maintenance and distribution of weekly events calendar to lodging partners, tourists, and community. This includes maintaining close contact with event managers, Uvalde Chamber and Uvalde CVB.
- Coordinates with recipients of marketing sponsorships to assure correct logo or other media is used. Works with grant recipients to assure grant requirements are understood and facilitates the receipt of any required follow-up information.
- Assists Executive Director by producing initial drafts of marketing collateral, social media content and reports.

- Assist Executive Director in supporting consultants, sponsored groups, lobbying organizations with information requested (logos, data/information, photos, etc.)
- Coordinates or completes all facility maintenance, cleaning, exterior upkeep.
- Receives and assimilates information from Uvalde County Tax Assessor.
- Assimilates lodging information into the web platform.

**Qualifications:**

- Communicates effectively with tourists and community.
- Computer skills including Microsoft and/or Google Suites.
- Data entry and organization skills.
- Strong writing, editing, and proofreading skills.

Position Title:	Visitor Center Host
Location:	Concan, Texas
Employer:	Texas Hill Country River Region, Inc.
Job Type:	Part Time (20 - 40 hrs./week)
Required Travel:	0%
Salary:	Hourly rate depending on experience