



**Chinatown  
Transformation  
Collaborative**  
愛城唐人街發展協會

# NOW HIRING!

---

**Job Title:** Tour Guide Supervisor

**Application Deadline:** May 20, 2024, or until the position is filled

**Targeted Start Date:** June 3, 2024

**Term:** 9 weeks

**Compensation:** \$20 an hour, 30 hours per week (work hours vary as required).  
Must be able to work weekends and holidays.

Chinatown Transformation Collaborative Society (CTC YEG) seeks a Tour Guide Supervisor to develop, coordinate, and lead tours for the 2024 CTC Summer Activities programs. Chinatown Transformation Collaborative Society, formed in 2018 by passionate advocates and organizations, aims to preserve Chinatown as a culturally significant and celebrated location and a vibrant and inclusive place to visit in Edmonton. The Tour Guide Supervisor will play a key role in contributing to the Chinatown Strategy Plan to attract locals and visitors to Chinatown. If you enjoy being out of doors and entertaining large groups of people, here is the perfect opportunity for you.

This position is partially funded through the Canada Summer Jobs Program.

**To be eligible, applicants must:**

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations

**Tour Guide Supervisor Job Description:**

The Tour Guide Supervisor reports to the CTC YEG's Celebrate Chinatown as a Destination Committee.

Duties and responsibilities include but are not limited to:

- Act as a primary point of contact for general public inquiries of tours.

*The **Gateway** to **Edmonton Chinatown**.*

---

**CTC Storytelling Centre @ The Hull Block**

10601 - 97 Street | Edmonton, Alberta | T5H 2L5

[info@ctcyeg.com](mailto:info@ctcyeg.com) | [CTCYeg.ca](http://CTCYeg.ca)



- Develop and deliver exciting and informative tours about Chinatown suitable to diverse audiences;
- Manage groups as they visit sites of interest;
- Engage with businesses and cultural associations, neighbourhood facilities for awareness and support of tours;
- Perform archival research and development of tours in a variety of formats, e.g., maps, routes, and scripts;
- Perform participant evaluation, track the number of tours and participants, and other data for project reports;
- Perform administrative duties such as advertising tours, registration and communicating with registrants;
- Recruit volunteers to become involved as guides;
- Supervise and coordinate two CSJ tour guides and volunteer guides;
- Attend weekly meetings in-person or online with supervisor(s)/mentor(s);
- professionally represent the organization;
- Other tasks as deemed appropriate.

**Qualifications include:**

- Minimum undergraduate degree or pursuing a degree in a relevant area (e.g., history, education, heritage, tourism, anthropology, recreation, museum and archives); related experience will be considered.
- The ability to speak and/or write Chinese or Vietnamese is preferred but not required;
- Good knowledge of the Chinatown area in Edmonton is an asset;
- Strong communication and people skills;
- Confident and engaging public speaker in front of groups;
- Ability to organize oneself and others;
- Ability to multitask and work independently;
- Experience in research and evaluation an asset;
- Strong computer skills and familiarity with social media.

The **Gateway** to **Edmonton Chinatown**.

---

**CTC Storytelling Centre @ The Hull Block**

10601 – 97 Street | Edmonton, Alberta | T5H 2L5

[info@ctcyeg.com](mailto:info@ctcyeg.com) | [CTCYeg.ca](http://CTCYeg.ca)



**Chinatown  
Transformation  
Collaborative**  
愛城唐人街發展協會

# NOW HIRING!

---

In alignment with the Canada Summer Jobs' national priorities, we strongly encourage individuals from underrepresented in the labour market to apply (e.g., BIPOC, 2SLGBTQI+, etc.). **Please send a brief cover letter and your resume to [jobs@ctcyeg.com](mailto:jobs@ctcyeg.com) with the subject line Tour Guide Supervisor Application. The deadline to submit your application is Monday, May 20, 2024.** Only candidates who are chosen for an interview will be contacted. Interviews will be scheduled starting May 23, 2024.

Chinatown Transformation Collaborative Society of Edmonton  
10601 – 97 Street  
Edmonton, Alberta, Canada T5H 2L5  
[www.ctcyeg.ca](http://www.ctcyeg.ca)

The **Gateway** to **Edmonton Chinatown**.

---

**CTC Storytelling Centre @ The Hull Block**  
10601 – 97 Street | Edmonton, Alberta | T5H 2L5  
[info@ctcyeg.com](mailto:info@ctcyeg.com) | [CTCYeg.ca](http://CTCYeg.ca)