



Job Title: Colorado Welcome Center Manager

Job Location: Colorado Welcome Center- 610 State Ave. Alamosa, CO 81101

Exempt Full-time Employee: Starting Salary Range \$30,000-\$35,000 DOQ

Reports to: Alamosa CVB Executive Director

### Position Description

The Colorado Welcome Center Manager serves as the key personnel in the operation of a State Welcome Center. The Alamosa Colorado Welcome Center operates under a Memorandum of Agreement between the Alamosa Convention and Visitors Bureau (ACVB) and the Colorado Tourism Office (CTO). The Manager directly reports to the Executive Director of the ACVB but upholds the guidelines set by CTO and works with the Director of Visitor Services for CTO. This position will work with the Alamosa CVB team and contribute towards the organizations goal as a destination marketing organization.

### Manager's Duties

- Recruitment and retention of Volunteers
- Monthly Training of Volunteers
- Supervision of CWC activities
- Communication with Volunteers, CTO Director of Visitor Services & Alamosa CVB Executive Director
- General Maintenance of CWC Operation
- Required travel for Managers meetings for CTO
- Maintain a cooperative relationship with entities involved with the Alamosa Colorado Welcome Center and Alamosa CVB
- Assist Alamosa CVB with projects and events throughout the year
- Other responsibilities as assigned by the Executive Director

### Qualifications

- Bachelor's Degree in Hospitality or related field or 3 years' experience in the Hospitality field
- Proficiency in Google Apps, Microsoft Word, PowerPoint and Excel
- Have an understanding of the tourism assets in the Alamosa and San Luis Valley Area as well as a general knowledge of Colorado

Position requires the ability to stand, bend, stoop, reach and handle to perform activities, lifting and carrying of objects up to 20 pounds. Physical activities required to perform essential duties include hearing conversation and traffic, speaking in an understandable voice to assist travelers.

The Alamosa Convention and Visitors Bureau is an Equal Opportunity Employer and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law.

**How to Apply:**

Please send resume with a cover letter, at least three references and two letters of reference to [director@alamosa.org](mailto:director@alamosa.org) or mail to: Alamosa CVB Attn: Kale Mortensen 610 State Ave., Alamosa, CO 81101

For questions please email: [director@alamosa.org](mailto:director@alamosa.org) or call: (719) 589-9385