



**The following employment opportunity is available  
at the Twentynine Palms Visitor Center.**

---

**Part-Time Visitor Center Assistant**

**\$15.50 per hour/Non-Benefited**

*Part-time employment with the City may not exceed 960 hours in a fiscal year.*

**Application Deadline: Open until Filled**

**This position requires the availability to work flexible hours, including  
daytime and evening hours, weekends, and holidays as needed.**

The City of Twentynine Palms Visitor Center is seeking an outgoing, energetic and customer service-oriented part-time Visitor Center Assistant, to support the growing travel and tourism industry in Twentynine Palms.

Twentynine Palms Visitor Center Assistants provide first-class customer service and support to both incoming and potential visitors, providing helpful travel information and resources, and promoting the city's tourism amenities such as lodging, restaurants, shops, and upcoming events. Visitor Center Assistants interact with travelers from across the globe and assist with trip planning and itinerary building in-person, over the phone, and virtually through the Visit29.org tourism website.

The successful candidate warmly greets visitors, receives telephone calls, responds to e-mails and live chat messages, maintains daily visitor log and monthly tracking reports, keeps visitor information well stocked and well presented, assists with building maintenance and cleaning, and assists with the planning and execution of special events held at the Visitor Center. The Visitor Center Assistant position also supports the ongoing tourism marketing programs and initiatives managed by Visit 29 Palms, the City's Tourism Business Improvement District, and assists with tourism website updates, email newsletters, and social media as needed.

**Education and Experience Requirements:**

- Must possess an equivalent to completion of the twelfth (12<sup>th</sup>) grade.
- One (1) year of varied administrative support experience with customer service experience required.
- Proficiency in Microsoft Office Suite required, experience in social media and web publishing highly desirable.
- Additional relevant experience in the tourism or hospitality industry, marketing, or public relations department is a plus. Experience in a Visitor Center is preferred.

**License Requirements:**

- Possession of a valid California Class C Driver's License, satisfactory driving record and valid automobile insurance are required.

*Applications are available Monday through Thursday from 7:00 a.m. to 6:00 p.m. at City Hall, 6136 Adobe Road, Twentynine Palms, CA 92277 (760) 367-6799 and on the City's website at [www.29palms.org](http://www.29palms.org).*