



NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

Play Ambassador

Hourly Wage: \$17-\$17.50

OUR MISSION: *"To enhance New Brighton's sense of community by providing facilities, amenities, programs, and events."*

ABOUT US: The New Brighton Residents Association (NBRA) is a not-for-profit organization established to professionally manage and operate several of New Brighton's community features. Operated by the NBRA, the New Brighton Clubhouse is a year round recreational facility, consisting of a 6500 square foot building. Also on site are; 2 tennis courts, a beach volleyball court, basketball courts, a splash park, playground, and a hockey rink. The Bell Tower amenity, pond fountains, and community entrances are among a few of the other community features maintained by the NBRA.

OUR TEAM: The New Brighton Residents Association has a unique environment with a dedicated, highly skilled workforce that has a proven foundation built on mutual respect. Each employee brings unique skills and has a measurable and essential contribution to help achieve the Company's common goals. Above all, while working safely, employees must focus on continuously achieving quality standards in everything they do in order to meet and even exceed the NBRA's customers' expectations.

SCOPE OF RESPONSIBILITY: The New Brighton Residents Association (NBRA) is seeking an outgoing and highly motivated individual to provide assistance to the Resident Activities Coordinator in organizing, promoting, and executing a variety of play opportunities for guests visiting the New Brighton Clubhouse and Park.

AUTHORITY: The Play Ambassador will report directly to the Resident Activities Coordinator of the NBRA and is responsible for the areas outlined herein, and other duties as determined from time to time.

HOURS OF WORK: This is a seasonal position from June 28th to August 27th (Wednesday – Sunday with minimum of 35 hours/week). Shifts mostly include: Wednesday –Friday 8am-4pm, and Saturdays & Sundays 9am-5:00pm with a 30- minute unpaid lunch from 12pm-12:30pm. Hours may vary slightly to accommodate operations.

SPECIFIC DUTIES: Without limiting the generality of the foregoing, the Play Ambassador is responsible for performing the following specific tasks:

- Design & implement engaging, fun & age appropriate activities for children ages 3yrs - 13yrs
- Prepare all materials needed for the activities
- Gather children around the park to participate in your activities
- Ability to work outside in any conditions
- Help the Recreation Leader with any special events and workshops planned during the summer
- Set-up/clean-up of facilities and activities at the end of your shift
- Assist in obtaining feedback from participants regarding the activities
- Exercise safety awareness and practices
- Handle and report to the Resident Activities Coordinator any problems, concerns, or emergencies that arise during your shift
- Attend mandatory staff training
- Abide by the NBRA policies and procedures as outlined in the NBRA HR policy manual
- Other related duties as assigned

QUALIFICATIONS:

- Must have experience coaching or instructing children in a recreational capacity
- Previous experience creating activities for children within a designated budget
- Positive, outgoing and enthusiastic attitude
- Excellent communication skills
- Ability to work independently and unsupervised
- Excellent organizational and time management skills
- CPR & First Aid certification is an asset
- Satisfactory criminal background check

TO APPLY:

Interested applicants are asked to submit a resume and cover letter detailing relevant experience, qualifications, and wage expectations to the Resident Activities Coordinator by emailing: activities@nbra.ca or via fax 403-781-6611. **Only those applicants who follow the directions listed will be considered.** Please note that all candidates selected for the interview process will be required to provide a minimum of 3 work related references. The successful candidate will be required to provide a clear background check, and a clean driver's abstract on the first day of employment. Only those applicants who are being considered for an interview will be contacted.