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## NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

### Summer Park Monitor 2020

**Hourly Rate: \$16/hour**

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

**OUR VALUES:** *Inclusion, Financial Accountability, Integrity, Responsibility, Enthusiasm*

**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.

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**SCOPE OF RESPONSIBILITY:** The New Brighton Residents Association (NBRA) is seeking an individual to perform light park maintenance & monitoring for 35hours/week. This seasonal position is responsible for the day-to-day cleanliness of the NBRA park, light maintenance of the grounds and ensuring the safety of all visitors by helping to enforce physical distancing and amenity capacity rules.

**AUTHORITY:** All Summer Park Monitors will report directly to the Customer Service Leader

**HOURS OF WORK:** Monday to Friday 12:30pm – 7:30pm

**SPECIFIC DUTIES:** Without limiting the generality of the foregoing, the Summer Park Monitor is responsible for performing the following specific tasks:

- Ensures safe working procedures and conditions exist at all times
- Conforms to all NBRA regulations, guidelines, policies and procedures
- Adheres to the NBRA Safety Program at all times
- Complete park checks throughout the NBRA Park to ensure that physical distancing and group sizes smaller than 15 exists, as well as that amenity capacities are not exceeded
- Monitor the park check-in line to ensure that physical distancing is maintained
- Assist the CSR on duty with temperature checks and self-assessments, as required
- Complete the “touch point” sanitization check list hourly
- Clean the skate change room bathroom hourly
- Work the check-in tent daily from 12pm-12:30pm
- Conducts self in an appropriate manner while carrying out duties while representing the company
- Be an ambassador for the NBRA, by communicating effectively and courteously with staff, residents and the general public
- Assist with completing special projects, as designated by the Supervisors



- Other related duties as assigned

**QUALIFICATIONS:**

- Satisfactory criminal background check
- Demonstrates ability to communicate effectively and interact with others etc.
- Self-motivated, punctual and reliable
- Ability to prioritize tasks
- Ability to work unsupervised
- Bondable, with the ability to work individually or in a team environment
- Able to work outdoors in various weather conditions
- CPR & First-Aid training considered an asset

**ADDITIONAL COMPENSATION:**

- Training and development opportunities

**TO APPLY:**

Interested applicants are asked to submit a resume and **cover letter** detailing relevant experience, qualifications, and salary expectations to the Customer Service Leader by emailing: [rentals@nbra.ca](mailto:rentals@nbra.ca). Please note that all candidates selected for the interview process will be required to provide a minimum of 3 work related references, a clear background check, and a clean driver's abstract.