



NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

Recreation Ambassador

Hourly Wage: \$15-\$16.50

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 individual to provide virtual crafts, experiments and games for children virtually through Facebook and Instagram. The Recreation Ambassador will report directly to the Recreation Leader (Clare Lovely) and is responsible for the areas outlined herein, as well as other duties as determined from time to time.

HOURS OF WORK: This is a seasonal position from June 28th – September 3rd. The shifts will be Monday – Friday from 9am-4:30pm (total of 35 hours a week) with a 30-minute unpaid lunch break.

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

- Design & implement engaging, fun & age appropriate activities for children ages 3yrs - 13yrs
- Prepare appropriate activities and games to conduct around the weekly theme
- Run outdoor camp activities for children in New Brighton to attend. The camp activities will be offered for two days throughout the week divided up between ages 3yrs-5yrs, 6yrs-8yrs and 9yrs-13yrs
- All camp activities will be ran outside
- 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 the shift
- Assist in obtaining feedback from participants regarding the activities
- Exercise safety awareness and practices
- Handle and report to the Recreation Leader any problems, concerns, or emergencies that arise during the shift
- Attend mandatory staff training
- Abide by the NBRA policies and procedures as outlined in the NBRA HR policy manual
- Abide by all COVID-19 policies and regulations put in place by the NBRA and ensure they are always being followed
- Due to the length of the contract and seasonality of the position. The successful coordinator will be required to work the full 35 hours a week therefore vacation time will not be granted.
- 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 by **May 31st, 2021**. Please note that all candidates selected for the interview process will be required to provide a minimum of 3 work related references at the interview. The successful candidate will be required to submit a clear background check upon signing the contract.