



## NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

### Activities Assistant

Hourly Wage: \$15 - \$16.50

**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.

**SCOPE OF RESPONSIBILITY:** The New Brighton Residents Association (NBRA) is seeking an outgoing and highly motivated individual to provide assistance to Activities Coordinator in organizing, promoting, and executing a variety of programs and special events for all ages, at the New Brighton Clubhouse.

**AUTHORITY:** The Activities Assistant 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 17<sup>th</sup> to August 26<sup>th</sup> Friday – Tuesday with 35 hours/week, shifts include: Fridays 1pm to 8pm and 9am-4:30pm Saturdays-Tuesdays (with a 30-minute unpaid lunch)  
- Lunch break will be at 12pm-12:30pm

**SPECIFIC DUTIES:** Without limiting the generality of the foregoing, the Activities Assistant is responsible for performing the following specific tasks:

- Assist the Resident Activities Coordinator in promoting and executing a variety of programs, value add activities and community events.
- Plan and implement fun and engaging programs for Summer Value Add Activities for all ages.
- Plan and execute a themed splash park event for one Sunday in July & August.
- Assist with keeping Customer Service Representatives (CSR's), maintenance, and office personnel informed on all important details regarding programs and events (including set up/takedown and clean-up details).
- Assist with addressing relevant questions, comments, and concerns of residents in a timely manner, or passing them to the Resident Activities Coordinator if required.
- Assist with set-up/clean-up of facilities for Value Add Activities & event days, thus ensuring proper execution.
- Plan and execute "Summer Sunday Fundays" each Sunday throughout the summer. To be present at all times and to organize vendors/food trucks when on-site.
- Plan crafts, activities, recipes etc. for One Stop Boxes
- Create monthly One Stop Boxes
- Actively participate and adhere to NBRA safety program.
- Demonstrate role model behaviour at all times.
- Manage and report to the Resident Activities Coordinator all problems, concerns or emergencies that arise during the scheduled programs.



- Attend mandatory staff training.
- Abide by the NBRA policies and procedures as outlined in the NBRA HR policy manual.
- Provide exceptional customer service and portray a professional manner.
- Due to the length of the contract and seasonality of the position. The successful candidates will be required to work the full 35 hours a week therefore vacation time will not be granted.
- Other related duties as assigned.

**QUALIFICATIONS:**

- A minimum of 1 year working with children in a recreation capacity.
- Self Motivated
- Excellent organizational and time management skills
- Ability to work well with others
- Ability to work independently while taking direction
- Problem solving, negotiation, and conflict resolution skills are required with proven interpersonal, public relations, presentation, verbal, and written communications skills
- Knowledge of Microsoft Publisher and property management systems an asset
- Attention to detail
- Positive, outgoing and enthusiastic attitude
- Must enjoy working in a fast paced, challenging and changing work environment
- 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](mailto:activities@nbra.ca) by **May 31<sup>st</sup>, 2022**. 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.