

COMMUNITY RESOURCE AMBASSADOR (Seasonal Position)



JOB DESCRIPTION

POSITION

The Great Falls Business Improvement District (BID) Clean & Safe Team is a group of paid and volunteer individuals who are responsible for promoting a cleaner, safer and friendlier downtown. The Community Resource Ambassador must be able to work well independently and in a team environment, follow all policies of the BID and be punctual in performance. The Resource Ambassador interacts directly with residents, business members, and visitors. The Resource Ambassador is responsible for helping to improve the perception and wellbeing of Downtown Great Falls, ensuring that the image is a positive one.

REPORTING

The BID Community Resource Ambassador reports directly to the Community Director at the BID Office and works cooperatively with other BID Staff.

MAIN AREAS OF RESPONSIBILITY

- Provide the public with directions, general assistance or referrals and assistance regarding safety concerns and issues;
- Provide community services, such as safe walks, vehicle and property audits;
- Identify and report new businesses and vacant commercial properties within the BID;
- Deliver and pick up materials to and from various businesses;
- Remove posters and/or advertising from light poles or traffic signal boxes;
- Pick up litter from walkways, planters and tree grates, sweep sidewalks;
- Remove weeds from sidewalks, around planters, benches and tree grates;
- Document and report graffiti;
- Notify the proper authorities of all criminal and suspicious activities;
- Report all activities witnessed and performed, and follow up as required;
- Report any concerns or feedback from businesses, residents and visitors;
- Attend and promote various downtown events and other special events;
- Refer all media requests to the BID office;
- Assist with other duties or projects as required.

QUALIFICATIONS

A high school diploma is required. Post-secondary education is an asset. Candidates must produce a clear criminal background check and a clean driving record. Candidates must be team-oriented and have a consistently positive, pleasant and professional demeanor. Candidates must be self-motivated, responsible, reliable, hardworking and punctual. They must have strong public relations and diplomatic abilities, pay keen attention to detail and have excellent problem solving skills. The ability to maintain confidentiality is crucial to the position. Must be physically fit to tour on foot and able to perform other duties and work outdoors at all times. Initiative, responsibility and dependability are required qualities in candidates.

HOURS OF WORK/RATE OF PAY

Hours of work are Sunday through Saturday; day, afternoon, evening and weekend shifts for a total of 30-40 hours per week. Pay is \$10.00 per hour. The term of this position runs from May 1st until October 31st, dependent upon weather, date(s) subject to change.

