

Title: Warehouse ambassador
Dates: June 1, 2018-August 31, 2018
Hours/week: 35 hours/week
Hourly Wage: \$13/hour
Location: Warehouse District Regina, Saskatchewan

Position Summary:

The Warehouse ambassador is an important link between Regina's Warehouse Business Improvement District (RWBID), its members, and the general public.

This position will benefit RWBID by providing visitor service and event support. It will also supplement RWBID's clean and safe initiatives.

This position will have an outward facing component—acting as the face of the organization, the ambassador will attend markets within the district for the purpose of operating an information booth and collecting surveys from visitors. The ambassador will also assist with member events, including Warehouse Tailgate Party and I Love Regina Day.

In support of clean and safe initiatives, the ambassador will track graffiti, infrastructure maintenance and light duty litter pick up as needed.

Reporting:

The Warehouse ambassador will report directly to the Marketing Coordinator. In absence of the Marketing Coordinator, the Warehouse ambassador will report to the Executive Director.

Duties and Responsibilities:

Visitor Services

1. Walk through the Warehouse District, responding to residents and visitors as needed.
2. Complete a daily report to document the fulfillment of responsibilities, reporting concerns within Warehouse, attending meetings, and reporting on problematic interactions and incidents.
3. Offer assistance and a helping hand where possible. This includes holding doors open for patrons and picking up garbage instead of simply walking by.
4. Visiting various businesses each day, introducing yourself and getting to know the manager, owner and/or staff. Gathering information important to the promotion of the Warehouse District.
5. Gathering information from local businesses, the ambassador will curate content for a weekly e-newsletter, social media and update event calendars

Event Support

6. The position will also be responsible for the Warehouse Shuttle attendants, ensuring materials are set up in timely manner before regular game and event transportation begins.
7. Provide support and assistance to the RWBID office staff if directed. Support may consist of assisting at events, conducting deliveries on behalf of RWBID, etc.

Clean and Safe

8. Conduct ongoing inspections of public areas within the district to identify risks or threats to public health and safety, public property and identify external threats or damage to private property. Some examples include large sidewalk cracks / failures, fallen street signs, graffiti tags, bus shelter damage, etc.
9. Document all graffiti found within the Warehouse area.

Preferred Qualifications:

Pursuit of a secondary or post-secondary education and intending to return to that pursuit on a full-time basis in the fall is considered an asset. Pursuing a degree in Hospitality, Tourism or Human Justice is considered an asset. Applicants must possess strong teamwork, problem solving and communication skills and also be able to establish effective working relationships with many different people. Applicants may be expected to lift or move heavy equipment and walk for long periods of time.

Skills, Abilities, and Experience Required:

Essential Skills

- Critical thinking
- Problem solving
- Working with others
- Oral communication
- Writing
- Reading text

How to Apply:

Send your resume info@warehousedistrict.ca by May 31, 2018. Include "Warehouse ambassador" in the subject line.