Parks Ambassador Job Description

**Position:** Temporary full time Park Ambassador  
**Department:** Public Space Activation  
**Reporting Relationship:** Public Space Activation Manager  
**Status:** Full Time / 40 hours per week – 4 – 10 hour days on 2 days off – floating schedule

**Overview:** The Metropolitan Improvement District (MID) is a not-for-profit community organization, championing a healthy, vibrant urban core. The MID seeks a Parks Ambassador to assist with activation logistics in Westlake and Occidental Park, other locations as needed.

**Duties and Responsibilities:**

**Activations/Event:**
- Serve as on-the-ground liaison for vendors, permitted, sponsors, partners, and members of the public to ensure a positive park experience for everyone. Help with directions and other questions as needed.
- Daily set up of amenities (chairs, tables) and activities in the park
- Serve as liaison to unscheduled free speech events to ensure all groups complying with the law have access to the parks.
- Coordinate with MID, Park Rangers, and human service partners to ensure that vulnerable groups present in the parks are addressed in a humanitarian, compassionate manner.
- Coordinate with Park Rangers and SPD to report any illegal activity.
- Provide counts of how many people are using the park at different times throughout the day.
- Participate in committee/task force meetings for DSA/MID events as necessary.
- Serve as MC and make stage announcements as needed.
- Oversee on-site event volunteers as needed.
- Oversee set-up and breakdown of any events or activations, including staging, tents, signage and audio/video.
- Track number of attendees, on-site media, any sponsor and talent feedback, and take photos of events
- Ensure event areas are clean and free of debris prior to scheduled event/activation and before departing the Park.
- Locate and remove graffiti from tables, chairs and other amenities. Track and report graffiti on buildings, sidewalks, and street fixtures and ensure it’s reported for removal.
- Communicate with coworkers and supervisors to report issues, cleanups and facility problems.
- Willing to perform manual labor for set-up and take down (sweeping/cleaning up, taking garbage to dumpster, etc.)

**Job Location and Conditions:**
- Must be willing to work outside year-round
- Operate equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions.
- May be assigned to work at one or more parks and or other public spaces.
- Must be available to work early mornings, days, evening, weekends and holidays.
- Must wear uniform when on duty. Responsible for clean and neat appearance of uniform including shirt, pants, jacket, hat, scarf, belt and boots.

**Qualifications:**
- Accurately and positively represent MID and DSA brands
- Perform other related duties of comparable level/type as assigned.
- Ability to work effectively in a team setting and with children, families, staff, and community partners and contacts.
- Ability to work early morning, evenings, weekends, and holidays as needed.
- A true “people person” with an outgoing personality, and able to interact with small and large crowds.
• Previous event / customer service experience strongly preferred
• Ability to lift 40 lbs.
• Ability to think on your feet.
• Must have access to reliable transportation.
• Standing, sitting, walking, running: Must have ability to frequently (3-5 hours/day) stand, occasionally (1-3 hours/day) walk, and occasionally (0-1 hours/day) run. Must be able to walk and run over flat terrain.
• Perform other duties of a comparable level/type as assigned.

**Post Offer Requirements:**
• Credential check
• Driving record check
• Criminal history, Child Protective Services registry, and sex offender record check

**Post hires requirements:**
• Completion of First Aid certification (every 3 years).
• Completion of OSHA training (annually).

**Compensation:** $15 per hour, $20 cell phone stipend per month, ORCA card and Benefits after 60-days.

**Introductory Period:** Four months (three for Occidental)

**Start Date:** June 1/July 1

**To Apply:** Please send a resume to hr@downtownseattle.org. To be considered, resumes must be received by May 15, 2015. NO TELEPHONE CALLS PLEASE.

The Metropolitan Improvement District is an Equal Opportunity Employer.