

Ambassador Program-Collingwood

Mission Statement

"Promote Collingwood as a safe place to work, do business, live shop & enjoy..."

As an ambassador, you will have the opportunity to contribute positively to the overall quality of service to the Collingwood community along Kingsway from RUPERT- BOUNDARY.

JOB DESCRIPTION

Title: Ambassador, Program

POSITION SUMMARY: Under the direction of the Program Manager, responsible for promoting a safer and friendlier environment on Kingsway by patrolling the streets and sidewalk systems by serving as extra "**eyes and ears**" to assist the Collingwood BIA.

The ambassador is expected to

- work evenings and weekends.
- Follow assignments
- Keep a daily record
- Apply First aid & CPR when required and maintain certification
- Identify safety concerns
- Provide the public with directions and general assistance with business & dining updates.

Qualifications...

- Minimum Grade 12 education
- Expected/education in related field of: Tourism/Public Relations or Public Safety/Security
- Physically fit
- Required to work all shifts evenings and weekends, and holidays
- Stable work history
- Volunteer experience
- Must successfully pass a criminal records and child abuse registry check
- Must possess or be willing to obtain a valid First Aid/ CPR Certificate
- Other languages in addition to English are considered an asset

Uniform

- Uniform
- Rain Jacket
- First Aid Kit
- Large Flashlight
- Radio/MIC
- ID Tags

Rules & Regulations

General Duties and Instructions

1. Assist with panhandlers
2. Assist with intoxicated people
3. Safe walks
4. tourism and Promoting
5. Assist with business and residence concerns
6. Promote special events
7. Deliver and pickup promotional materials

Personal Conduct

1. Attitude
2. Discipline
3. Appearance
4. Uniform
5. Public Relations
6. Office/Equipment

Proper Procedures and Duties

1. Observe two-way radio communications protocol
2. Be punctual
3. Notify proper authorities of criminal activities
4. Submit written reports when requested
5. Attend special events
6. Participate in all training programs as required
7. Refer all media requests to the Collingwood B.I.A.