



JOB DESCRIPTION

Position: Neighborhood Ambassador Crew Lead
Status: 6 week position (Beginning in April 2013); 30 hours per week
Report to: Director of Neighborhood Development

Responsibilities: The Neighborhood Ambassador Crew Lead is responsible for overseeing the Neighborhood Ambassadors who help maintain the visual appeal of Business Improvement Districts (BIDs) that contract the services of Riverworks Cleans. Responsibilities include removing litter from sidewalks and curbs; identifying and reporting graffiti, damage or vandalism to properties; performing basic landscaping activities related to weeding, pruning, etc. Other responsibilities can include snow removal, office cleaning, and activities associated with property management. One work day per week will be devoted to various training sessions.

Duties:

- Supervise Neighborhood Ambassador Crew Members to ensure goals and objectives are being completed as specified in contracts.
 - Remove litter and trash from sidewalks and curbs and other areas deemed necessary.
 - Identify and report graffiti, illegal dumping, damage or vandalism to any property in the Business Improvement District (BID) areas.
 - Perform basic landscaping activities, including mowing, weed whacking, pruning, etc.
 - Clean offices and private properties – vacuuming, window cleaning, bathroom cleaning, etc.
 - Act as an ambassador to assist the public in locating facilities in the BID areas.
 - Perform all other duties as assigned by the Director of Neighborhood Development and Executive Director.
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Skills, Knowledge & Abilities:

1. Must possess a valid Wisconsin Driver's License, operating vehicle and automobile insurance.
2. Must possess a high school diploma or GED/HSED.
3. Must be able to lift 50 lbs and work on your feet outdoors for full 8 hour days. Job requires frequent walking, bending over, lifting, etc.
4. Must have experience working in a supervisory position for another company or organization.
5. Ability to work on your own with little supervision while effectively supervising crew members.
6. Must have good communication skills and be able to interact effectively with Riverworks staff and the general public.
7. Must be able to safely operate a weed trimmer, leaf blower, lawn mower, and other basic landscaping equipment – knowledge of equipment and how to service and maintain a plus.
8. Must live in the City of Milwaukee.
9. Must be currently unemployed or underemployed.

Riverworks Development Corporation is an equal opportunity employer.

Hourly Pay Range: \$13.00
Availability: Spring 2013
Application Instructions: Submit application electronically.