



JOB DESCRIPTION

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

Responsibilities: The Neighborhood Ambassador is responsible for helping maintain the visual appeal of Business Improvement Districts (BIDs) that contract the services of Riverworks Cleans. This includes removing litter from sidewalks and curbs; identifying and reporting graffiti, damage or vandalism to properties; performing basic landscaping activities related to weeding, 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:

- 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.
 - 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 high school diploma or GED/HSED.
2. 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.
3. Ability to follow directions and work productively in a supervised environment.
4. Must pay attention to detail and have good organizational skills.
5. Professional, responsible, dependable, and respectful.
6. Must have good customer service skills and ability to communicate with the general public in a professional manner.
7. Must live in the City of Milwaukee.
8. Must be currently unemployed or underemployed.

Riverworks Development Corporation is an equal opportunity employer.

Hourly Pay Range: \$10.00
Availability: Spring 2013
Application Instructions: Submit application electronically.