



Historic Downtown Chelan Association

PO Box 3071

Chelan, WA 98816

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www.historicchelan.org

Job Title: Downtown Ambassador (Seasonal May – October)

This seasonal position reports to the Executive Director. The Clean and Safe Coordinator role requires self-motivation, initiative, creative thinking, diplomacy, and a high level of communication and organization. The list of duties includes, but is not limited to:

1. Act as a downtown ambassador from May-October – walking through downtown, greeting visitors, checking in with stores, maintaining a presence, interfacing with law enforcement for safety or other concerns (does not perform security duties)
2. Manage volunteer ambassador program – a group of volunteers recruited by HDCA to be a friendly, helpful presence downtown during the busiest part of the day.
3. Coordinate nonprofit groups for clean-up days (weekly)
4. Manage temporary wayfinding signs
5. Other duties as assigned

Status

32 hours per week, non-exempt, Seasonal from May – October

Minimum Qualifications

- Excellent oral communication skills in English. Also conversational or fluent in Spanish preferred
- Outstanding customer service skills, positive attitude, and problem-solving skills
- Ability to communicate effectively and work with the internal and external stakeholders and partners
- Self-motivated, organized, accurate, and detail oriented
- Able to work productively with minimal supervision, as well as in team settings
- Highest standards of ethics and confidentiality

Employment Details

HDCA is committed to equity in our hiring practices. The hourly range for this position is \$21.00 - \$23.00 per hour. Must be available to work weekends and evening hours.

To apply: Send resume and cover letter to Aimee Sheridan at aimee@historicchelan.org

We are a 501c3 Non-Profit and a State and National Accredited Main Street Organization HDCA is an Equal Opportunity Employer