



## The Forks North Portage Parking Ambassador

**Position Available:** Casual, Part-Time

**Compensation:** \$19.21 per hour + Commuter Benefit + Group Benefits

**Start Date:** As soon as possible

**Application Closing Date:** Until positions are filled

The Forks North Portage is home to a fast paced, fun, and welcoming environment, that is community oriented, collaborative, and innovative. The business of The Forks North Portage is to provide as many reasons as possible for people to “live, work, and play in the downtown.” We are looking for customer service focused individuals who share a love for our community.

The Forks North Portage Partnership is currently seeking casual, part-time Parking Ambassadors to work at our North Portage (Portage Place Parkade) and Forks sites. Shifts will be six to eight hours, daytime, evening, weekends, and holidays. Those hired will enhance the customer experience by providing assistance to the public, patrolling the lots, and ensuring a clean and functional space. If you are eager to build genuine connections and work with a talented and diverse team of individuals, we encourage you to apply.

### Job Requirements

- Open availability including days, nights, weekends, and holidays
- Strong customer service and communication skills
- Ability to work eight hours on your feet indoors and outdoors, in a variety of weather conditions, including heat, rain, and cooler temperatures
- Easily adaptable to a fast-paced and ever-changing work environment
- Must have class 5 driver’s license, comfortable driving company vehicle
- General knowledge of technology
- Able to work independently and responsibly

### Duties & Responsibilities

- Patrol the lots, on foot, at both The Forks and North Portage sites
- Provide exceptional customer service to the public, including assistance with parking inquiries and payment
- Maintain pay meter operations and troubleshoot equipment
- Light maintenance and cleaning duties to ensure a clean, safe, and functional space for parkers
- Identify issues/concerns on site and report them immediately via Microsoft Teams app

Please email resume and cover letter to [parking@theforks.com](mailto:parking@theforks.com) to apply. Interviews will begin as soon as resumes are received. We thank all applicants, however, only those selected for further consideration will be contacted.

*The Forks is the city’s meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work.*

*The Forks North Portage as an employer is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.*