



RESIDENTS
ASSOCIATION

Employment Opportunity

Outdoor Host

PART-TIME, SEASONAL, SUMMER 2025

Make This Summer Unforgettable – Join ABRA as an Outdoor Host!

The Auburn Bay Residents Association (ABRA) is looking for reliable, motivated, and enthusiastic individuals to join our team as Outdoor Hosts for the 2025 summer season (May–September). In this role, you'll help create exceptional experiences for our residents while working in a fun and dynamic outdoor environment.

Shifts will vary throughout the summer, including weekdays, weekends, and evenings, and are weather dependent. If you love engaging with people and making a positive impact in your community, we'd love to hear from you!

SPECIFIC DUTIES

Reporting to the Office Manager and Administrative Supervisor, the Outdoor Host is responsible for providing excellent customer service and day to day enforcement of the rules and regulations of the Auburn Bay Residents Association at the Auburn House facility.

- Provide exceptional customer service and portray a professional manner;
- Effectively respond to customer inquiries;
- Assist with in-park duties such as maintenance and landscaping when required;
- Enforce all Auburn Bay Residents Association rules;
- Adhere to all ABRA regulations, guidelines, policies and procedures, and safety programs at all times;
- Educate and promote water safety;
- Assist setup and organization of programs and special events;
- Be an effective public relations person for the ABRA and communicate effectively and courteously with staff and residents;
- Required to work special events;
- Other reasonable duties as required.



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QUALIFICATIONS

- Excellent people skills;
- Excellent communication skills;
- Ability to comprehend verbal and written instructions accurately;
- Experience in a customer service role;
- General computer knowledge;
- General knowledge of Microsoft Office programs;
- Attention to detail;
- Critical thinking and problem solving skills;
- Ability to work with others and take direction;
- Ability to work independently;
- Self-starter/ability to take initiative;
- Positive attitude;
- Confident in high stress situations;
- Ability to work under pressure;
- Ability to lift up to 50lbs;
- Satisfactory criminal background check;
- CPR & First Aid Certification is an asset.

If you are a hard worker, have a positive attitude, are willing to learn and take pride in a job well done we would like you to join our team!

HOW TO APPLY

Please forward a cover letter with wage expectations and resume:

By email: officemanager@auburnbay.org

By fax: **(403) 930-6456**

The position will remain open until a suitable candidate has been selected.

We thank all applicants, however only individuals selected for interviews will be contacted.

The Auburn Bay Residents Association is proud to be an equal opportunity employer. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.