



RESIDENTS
ASSOCIATION

Employment Opportunity

Outdoor Host

PART-TIME, SEASONAL, SUMMER 2026

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 2026 summer season (May–September).

Reporting to the Office Manager and Administrative Supervisor, the Outdoor Host plays an important role in a safe, welcoming, and positive experience for residents while supporting daily outdoor operations.

If you enjoy working outdoors, engaging with people, and making a meaningful impact in your community, this role is for you.

Shifts vary and include weekdays, evenings, weekends, and special events.

Shifts are weather dependent.

Mandatory summer staff orientation: May 4-9, 2026 (attendance required).

KEY RESPONSIBILITIES

- Provide exceptional customer service in a professional and courteous manner;
- Respond effectively to resident inquiries and concerns;
- Enforce ABRA rules, regulations, and safety procedures;
- Promote water safety and responsible park use;
- Assist with general park duties, including light maintenance and landscaping;
- Support the setup and organization of programs and special events;
- Represent ABRA positively within the community;
- Adhere to all ABRA policies, guidelines, and safety programs at all times;
- Work special events as required;
- Other reasonable duties as required.



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QUALIFICATIONS

- Strong customer service and communication skills
- Comfortable working outdoors in varying weather conditions
- Ability to remain calm and confident in high-stress situations
- Strong attention to detail
- Ability to work independently and as part of a team
- Strong problem-solving and critical-thinking skills
- Ability to follow verbal and written instructions accurately
- General computer proficiency, including Microsoft Office
- Ability to lift up to 50 lbs
- Ability to work evenings, weekends, and special events
- Previous customer service experience preferred
- 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.