



AMBASSADOR

The Livingston Homeowners Association (LHOA), is a non-profit organization, which is professionally managed and maintained to ensure Livingston's community features, amenities and The Hub facility will continue to be both esthetically pleasing and conveniently available for the long term use of its residents. The LHOA also offers many sports, fitness, and recreation programs for all age groups, throughout the year.

Reporting to the General Manager, The Ambassador's role will be to provide an excellent customer experience, while responding to all inquiries from residents and guests at The Hub.

Reports to: General Manager

Responsibilities:

- Provide exceptional customer service
- Ensure all people entering the facility or park have a valid pass or are signed in by a valid member
- Effectively respond to customer inquiries and refer to management as required
- Enforce all LHOA rules and regulations in regards to membership cards and facility/park use
- Process accurate payments, including membership dues, program payments, facility rentals etc.
- Comply with collections, deposit and month end procedures
- Provide facility tours to prospective rentals and new home owners
- Complete rental agreements for upcoming rentals, including payments, checking insurance requirements, collection of damage deposit and signatures
- Complete rental walk-throughs (beginning & end of rentals)
- Coordinate transition of rental hand off to security guards
- Complete membership registrations and issue membership cards
- Provide support to programs and events as required
- Perform administrative duties as assigned
- Register participants in programs
- Attend all training and be an active participant in all team meetings
- Complete all required inspections, reporting, and feedback in a timely fashion
- Communicate effectively with all staff, residents and guests
- Abide by Livingston Homeowners Association Policies & Procedures
- Other administrative duties as required

Qualifications:

- Outstanding customer service skills
- Strong problem solving and conflict resolution skills
- Ability to work independently and unsupervised as well as with a team
- Excellent organizational and time management skills
- Current Emergency First Aid with CPR Certificate
- Successful completion of a Police Information Check with vulnerable sector check

Compensation:

\$15.00/hour. This is a part-time position, evenings and weekends (shifts vary).

Interested applicants are invited to forward their cover letter and resume to the LHOA General Manager at gm.livingstonhoa@gmail.com. While we appreciate all interested parties, only successful applicants will be contacted.