

MYRIAD GARDENS FOUNDATION
Job Description

Job Title: Garden Ambassador

FLSA Status: Non-exempt

Reports to: Director of Facilities

Work Schedule: Fulltime night/weekends

Approved by: Matthew Maly

Compensation: 12.00hr w/ Benefit Package

The below is not intended to be all inclusive but rather to provide examples. The below is subject to change without prior notification.

Summary

The successful candidate is a motivated individual with an excellent customer services background. Key responsibilities of the Ambassador for Myriad Botanical Gardens include; circulating among visitors and employees to preserve order and protect property. Call police or fire departments in cases of emergencies. Assist customers with event coordination and setups. Must be able to lead both employees and contracted services.

Essential Duties and Responsibilities

- Monitor employees, visitors, and other persons to guard against theft and maintain order on the premises.
- Follow directives of Lead Ambassador and Director of Facilities.
- Train garden ambassadors and get directives to contracted services.
- Answer alarms and investigate disturbances.
- Assist facility personnel with setup and takedown of events.
- Provide safety of facility by ensuring proper housekeeping is completed to avoid possible injury to customers or staff.
- Report unsafe conditions; take protective measures to ensure the safety of customers and staff.
- Respond to customer needs and assistance.
- Ensure facilities are properly locked and alarmed at designated hours and after events.
- Routinely check to ensure that policies and procedures are being adhered to on the facility.
- Remove trash and debris items that diminish the safety and appearance of the gardens.

Supervisory Responsibilities

N/A

Education and/or Experience

- High school diploma or equivalent.
- Security, Law Enforcement, EMT or safety training a plus
- First Aid training is preferred.

Computer Equipment and Software Requirements

- Experience in use of standard office equipment.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.
- Private Security Officer Certification (a plus)

Skills and Abilities Required

- Able to work flexible hours based on event and facility needs.
- Good oral and written communication skills.
- Good judgment and decision making skills.
- Ability to present oneself in a professional manner.
- Ability to maintain a neat professional appearance during all weather conditions.
- Social perceptiveness.
- Service oriented.
- Be able to lift 60lbs without assistance

Additional Job Requirements

- Clearance of background check.

Work Environment

The employee will work in both an office and botanical gardens environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; most time will be spent outside in various weather conditions.

Physical Requirements

- Ability to stand, walk, and climb stairs 90 percent of the work period.
- Ability to work flexible shifts and extended hours for special events.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.