



## **Ask Me! Ambassador Team Member** **April 30, 2021**

<b>Supervisory Responsibility:</b>	None
<b>Budget Responsibility:</b>	None
<b>Classification:</b>	Nonexempt
<b>Reports to:</b>	Ask Me! Supervisor
<b>Pay Range:</b>	\$16 - \$20 per hour

### **Position Summary**

The mission of the Bethesda Urban Partnership, Inc. is to “Create An Environment In Which Businesses And Residents Can Thrive And Prosper”, and we take great pride in our core values of Service, Stewardship and Spark. The position of Ask Me! Team Member is one of the most integral jobs in our organization. In order to accomplish our mission of providing a clean, safe and attractive environment in the downtown, BUP strives to ensure that everyone who lives, works or recreates in the urban district has a positive experience. In this position the team member will be the front-line eyes and ears for BUP, and be an important ambassador to our constituents. This position falls directly under the authority and supervision of the Ask Me! Supervisor and Field Operations Manager.

### **Daily Duties and Responsibilities**

- Patrol the sidewalks of downtown on evenings and weekends to provide a visible presence for BUP.
- Staff Kiosks to provide constituents with information and assistance.
- Inspect all street, sidewalk and landscaped areas for defects and report to Ask Me! Supervisor or Field Operations Manager while engaged in daily work.
- Collect and dispose of litter and debris while on patrol.
- Act as an informational and direction assistance resource for businesses, residents and visitors to the downtown.
- Provide buddy escorts upon request.
- Provide motorist assistance including lock outs and jump starts.
- Act as eyes and ears for the police.
- Be ready and available to perform CPR and First Aid when necessary.
- Stay on assigned route and schedule unless cleared with the Ask Me! Supervisor or Field Operations Manager.
- Assist the promotions departments with special events tasks as necessary.
- Assist the maintenance department with snow removal as needed.
- Perform other tasks and duties as assigned by the Ask Me! Supervisor, Field Operations Manager or Director of Operations as necessary.

- Always conduct him/herself in a professional manner, keeping in mind the goals and mission of the Bethesda Urban Partnership, Inc.
- Stay on assigned tasks, route and schedule unless cleared with the Field Operations Manager. Current work shift as follows, Wednesday – Sunday 2:30 am – 11pm. All employees are expected to work until end of shift and not return to shop until end of shift.

**All activities associated with this position  
must be performed in accordance with the  
Employee Handbook and the Bylaws  
of the Bethesda Urban Partnership, Inc.**

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**Employee Signature**

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**Date**

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**Printed Name**