



**Main Street Muskogee**  
**437 West Broadway Street**  
**Muskogee, OK 74401**  
**Office: (918) 923-3868**  
**[www.mainstreetmuskogee.com](http://www.mainstreetmuskogee.com)**

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## **Downtown Ambassador**

### Job Description and Details

#### **About Main Street Muskogee**

Main Street Muskogee works to enhance the Downtown Muskogee district through events, marketing, business recruitment and development, historic preservation, and community partnerships. We are a 501(c)(3) nonprofit organization, founded in 2008. We serve the stakeholders of Downtown Muskogee, who we define as business owners, property owners, institutions, residents, customers, and visitors. Our efforts address both economic development and quality of life. We hope our work will result in attracting and retaining vibrant local residents and keeping more money in our local economy.

#### **Vision Statement**

"Bring to life the Heart and Soul of Downtown Muskogee."

#### **Mission Statement**

"Build upon our Vision Statement of bringing to life the Heart and Soul of Muskogee by creating a revitalized, livable, family-focused and entertainment-rich historic and economically-vibrant downtown."

#### **About the Position**

This position is a part-time seasonal position with Main Street Muskogee. The Downtown Ambassador will serve as a friendly source of information for visitors and businesses by including the following services as listed under duties and responsibilities. Our office is a business-casual work environment located in a historic building in Downtown Muskogee. Our office hours are from 9 am to 5 pm Monday - Friday. Weekly check-ins and participation in events are expected. We're looking for someone who is passionate about our small town, who loves everything local (shopping, exploring, eating, drinking, you name it!), and who appreciates and supports small businesses.

## **Duties + Responsibilities**

- Trash and litter removal
- Service pet waste stations
- Directions and area information
- Hospitality services
- Graffiti and stickers removal
- Special beautification projects such as water flower beds, etc.
- Safety escorts and checks
- Supporting Code Enforcement guidelines
- Report maintenance issues you are unable to perform to the City of Muskogee Parks and Recreation Department or the city action site
- Assist with downtown events as necessary
- Other duties as assigned by Executive Director

## **Qualifications**

The Downtown Ambassador will receive direction from the Main Street Muskogee Executive Director

## **Knowledge of**

- Familiarity with Downtown Muskogee amenities and programs
- Effective communication and speaking techniques

## **Ability to**

- Elicit community and visitor feedback
- Serve as a friendly face and representative of Downtown Muskogee
- Exhibit good customer service skills, actively listen to visitors needs and assist as needed

## **Salary**

- \$16.00 hourly, 20 hours a week Monday - Friday, May through September

## **Physical Conditions**

While performing the duties of this job, the employee is frequently required to use hands and fingers, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift, pull, push, and/or move heavy items.

While performing the duties of this job, the employee works in outside weather conditions. Employees will be exposed to an outside temperature ranging from 80 -105 degrees. The employee is exposed to hot, wet, and humid conditions.

### **When to Call 911 (Muskogee Police Department)**

- Any emergency situation
- Criminal activity or behavior
- Trespassing assistance
- Abusive and violent language or actions
- Intimidating or combative conduct
- Aggressive begging or panhandling
- To report a crime
- Always file a report for any vandalism or criminal activity

For interested applications please fill out the Employment Application.  
Please send application to our email address [mainstreetmuskogee@yahoo.com](mailto:mainstreetmuskogee@yahoo.com) using  
the subject "Downtown Ambassador Application" or mail it to  
437 West Broadway Street, Muskogee, OK 74401