

**Downtown Halifax Business Commission
Downtown Halifax Crew Member Job Description**

Title: Downtown Halifax Crew Member
Reports to: Downtown Halifax Crew Leader and DHBC Placemaking Manager
Duration: Wednesday, May 7, 2025, to Sunday, August 31, 2025 (17 weeks) – with the potential of part-time work in the fall.
Education: Currently enrolled as a secondary or post-secondary student
Salary: \$16.50/hour for a 40-hour work week (8:15 am – 4:30 pm)

Position Summary:

Working with the staff of Downtown Halifax Business Commission (DHBC) and reporting to the Downtown Halifax Crew Leader and the Placemaking Manager, and ultimately the DHBC Director of Operations, the Downtown Halifax Crew Member will create and maintain a clean, welcoming, and safe environment for Halifax residents, visitors, and regional tourists. The Downtown Halifax Crew Member will work cooperatively with other Members of the team to: maintain streets and sidewalks; sanitize items of the public realm; remove graffiti; paint public realm assets; assist with poster removal; and kiosk maintenance duties as required within the defined area of DHBC (see figure 1 below). While working at assigned tasks, the Downtown Halifax Crew Member will project a positive image of Downtown Halifax Business Commission, and will provide information and assistance to the residents, visitors, and regional tourists in a friendly, helpful manner. The ideal candidate will possess physical attributes to work 8 hours a day on their feet; work well in a team environment with individuals of different cultural backgrounds; demonstrate great time management skills; and be respectful of organizational policies.



Figure 1: Map of Downtown Halifax Business Commission boundary.

Daily responsibilities of the Crew Member include, but are not limited to:

- Sweeping up all forms of litter and garbage on sidewalks, curbs, and gutters throughout Downtown Halifax;
- Sanitizing and conducting the necessary repairs to picnic tables for public use;
- Provide information regarding Downtown to residents, visitors, and regional tourists to enhance their experience;
- Assessing situations, identifying problems, and implementing solutions;
- Reporting to work on time, in uniform, and performing duties as required;
- Reporting to the Downtown Halifax Crew Leader and DHBC Placemaking Manager any damaged or worn-looking banners, benches, picnic tables, bike racks, litter bins, newspaper boxes, mailboxes, buildings, all necessary repairs to kiosks, and any irregularities on the streets, including: burned-out lights, cracks in sidewalks, loose bricks, broken trees, and graffiti.

Other responsibilities may include:

- Attending to key areas of high visibility, particularly during small to medium-scale activations held in Downtown;
- Painting of street amenities such as bike racks, street benches, picnic tables, signposts and decorative lamp posts;
- Removing posters from kiosks twice a month and removing posters, handbills, and flyers from other surfaces within Downtown;
- Maintaining community bulletin boards;
- Maintaining weed control;
- Assisting with the graffiti removal program, and reporting problem areas to the Downtown Halifax Crew Leader;
- Assisting in keeping an inventory of necessary supplies, including tourist information, and reporting requirements to the Downtown Halifax Crew Leader;
- Keeping track of general statistics within the Downtown Halifax district;
- Collecting DHBC Member data;
- Interacting with DHBC Members, particularly when distributing promotional material;
- Other duties as required.

Qualifications:

- Excellent communication and interpersonal skills.
- Must possess strong time-management and organizational skills.
- Ability to work independently and in a team environment with moderate supervision.
- Ability to work on your feet and outdoors in all types of weather.
- Commitment to working for the duration of the contract.
- The Government of Canada funded this job through the Canada Summer Jobs program. You must be aged 15 and 30 years of age (inclusive) at the start of employment and be legally entitled to work in Canada. Recent immigrants are eligible if they are Canadian Citizens or permanent residents. International students are not eligible.

Send cover letter and résumé (Word document or PDF) by Sunday, April 20, 2025 at 11:59pm, to Jonathan Goldson at jonathan@downtownhalifax.ca.