



Junior Safety Assistant

Department: Resident Services

Reports To: General Manager

Employment Type: Part-time/Seasonal

This is a seasonal position averaging 5 hours per day, totaling approximately 20 hours per week, running from as early as June through the end of August. Scheduling may include daytime, evening, and weekend shifts depending on operational requirements.

About Jensen Lakes Homeowners Association (JLHOA)

The Jensen Lakes Homeowners Association (JLHOA) is a nonprofit organization responsible for the stewardship of a 22-acre private lake, surrounding park grounds, beach areas, shared walkways, and community amenities within the Jensen Lakes community. Our mandate is to maintain, preserve, and enhance these shared spaces to ensure a safe, welcoming environment for all residents.

JLHOA is committed to responsible management, long-term sustainability, and consistent service standards. Our team maintains amenities year-round, upholds community rules, and ensures that residents and guests experience the safety, cleanliness, and overall quality that define Jensen Lakes.

Working at JLHOA means joining a team that directly contributes to the resident experience and supports strong community engagement. Every position plays an important role in helping residents feel informed, supported, and proud to call Jensen Lakes home. Staff are entrusted to make sound decisions that promote safety, clarity, and community pride. For individuals who value professionalism, teamwork, and meaningful work with visible impact, JLHOA offers a unique opportunity to develop skills in a truly unique community environment.

Position Summary

This seasonal entry-level position plays an essential role in supporting the safe, clean, and efficient operation of JLHOA amenities and services. The Junior Safety Assistant supports facility monitoring, rule reminders, and general site upkeep around the beach, multisport



court, fishing pier, and park areas. The role assists with equipment setup, hazard identification, resident guidance, and event support while maintaining a friendly, professional presence.

This position is ideal for individuals who are attentive, approachable, and eager to contribute to a safe, welcoming environment for all residents.

Key Responsibilities

Facility Monitoring & Rule Enforcement

- Monitor the fishing pier, multisport court, and surrounding park areas to support resident safety and appropriate use of amenities.
- Apply and uphold JLHOA rules for fishing, swim areas, sport-court activities, and all watercraft operations.
- Maintain a consistent, respectful, and professional approach when addressing safety or compliance concerns.
- Stay alert for trespassing or unauthorized access, including entry from private walkways or non-resident access points.
- Assist residents with multisport court reservations and equipment sign-out, ensuring proper use and return of all items; coordinate with Office and Rental staff as required.
- Set up, inspect, and secure multisport court equipment during opening and closing routines.
- Provide general observation support around the beach, pier, multisport court, and surrounding areas, and notify team members of any concerns or unsafe behaviour.
- Monitor activity levels, foot traffic, overall site conditions.
- Support the team during incidents by gathering supplies, directing residents away from restricted areas, or relaying information as instructed.
- Greet residents, answer basic questions, and help guide them to the appropriate staff member when needed.
- Help set up, tidy, and maintain common areas, including removing garbage, organizing equipment, and reporting any damaged or missing items.
- Clean and maintain the multisport courts, including garbage removal, sweeping, and power washing as required.



Program & Event Support

- Provide on-site support during events to ensure resident safety, positive engagement, and smooth operations.
- Help troubleshoot minor issues during events and promptly communicate larger concerns to the Programs Coordinator or management.
- Assist the Programs Coordinator with the setup, execution, and takedown of community programs and events, ensuring all materials, equipment, and spaces are prepared and organized.
- Help manage attendance, equipment, and logistics for scheduled activities, including sign-ins, equipment distribution, and participant flow.
- Assist with monitoring participant activity to ensure safe use of equipment, adherence to program guidelines, and a positive resident experience.
- Provide general customer service during programs and events, answering questions, offering direction, and assisting residents as needed.
- Support event preparation by setting up tables, signage, activity zones, and program materials as required.
- Support post-event cleanup, equipment organization, and resetting of spaces to ensure readiness for regular park operations.

Core Attributes

- **Reliable & Punctual**
Consistently arrives on time, completes assigned tasks, and works effectively with minimal supervision.
- **Safety-First Mindset**
Actively identifies hazards, follows safe work practices, and uses protective equipment appropriately.
- **Customer-Focused**
Engages with residents in a friendly, respectful, and professional manner, prioritizing their safety, comfort, and overall experience.
- **Team-Oriented**
Collaborates well with colleagues, adapts to changing priorities, and contributes to a positive and safe work environment.
- **Detail-Oriented**
Maintains accurate records, follows established procedures, and ensures proper handling and care of equipment.



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Experience & Skills

- **Groundskeeping & Landscaping**
Familiarity with mowing, weeding, trimming, and basic landscaping tools.
- **Winter Operations**
Experience with snow clearing, salting, and safe winter maintenance procedures.
- **Small Engine Operation**
Comfortable using or learning equipment such as snow blowers, trimmers, air pumps, or similar tools.
- **Tool & Equipment Familiarity**
Basic knowledge of common tools and safe equipment handling practices.
- **Administrative Skills**
Proficient with Google Docs, Sheets, Gmail, or similar systems; able to update logs, track equipment, maintain records, and follow structured routines.
- **Office & Front-Desk Support**
Experience greeting residents, answering questions, managing bookings, and providing clear, accurate information in person, by phone, and by email.
- **Data Entry & Record Management**
Ability to maintain trackers, update membership information, organize digital files, and ensure documentation is complete and accurate.
- **Communication & Customer Service**
Friendly, professional approach to resident interactions, with the ability to provide clear information, assist with inquiries, and support a positive resident experience.
- **Multitasking & Prioritization**
Able to manage multiple responsibilities in a fast-paced environment, balancing administrative tasks with on-site operational support.
- **Problem-Solving & Initiative**
Comfortable identifying issues, offering solutions, and supporting the team during busy periods or special events.

Education & Competencies

- Strong communication and problem-solving skills
- Ability to work independently and manage multiple tasks
- Demonstrated professionalism and sound judgment
- Ability to follow established procedures and policies consistently

Working Conditions

- Outdoor work in varying weather conditions



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- Indoor/office-based work with occasional event or program support
- Flexible shifts, including evenings or weekends as required
- Ability to lift up to 30 lbs
- Periods of standing, walking, or light physical activity

Additional Assets (Optional but Beneficial)

- First Aid Certification (preferred)
- Valid Driver's License (preferred)
- ProServe Certification
- Pleasure Craft Operator Card (Boating License)
- WHMIS Certification (preferred)
- 1+ year(s) experience in property maintenance, recreation, hospitality, or administrative support

Application

Wage will be commensurate with qualifications and experience. This position offers an exciting opportunity to contribute to the operations of a unique and exclusive park and facility with exceptional amenities in the Jensen Lakes community.

If you meet or exceed the qualification requirements, please forward your cover letter and resume (including wage expectations and availability) to:

Calvin Kho - General Manager

Manager@jensenlakeshoa.ca