

Job Title: Town Maintenance - Community Beautification

Tasks and Responsibilities

The main responsibility of the student will be to maintain the beauty of our parks, playgrounds and recreational facilities. Tasks will include grass/tree cutting/trimming, equipment maintenance, and painting. In addition, the student will be expected to assist with some street/sidewalk repairs, flushing water lines, community event set-up, etc. as time and training allow.

Supervision and Mentoring

Students work under the direction of the Town Foreman but are expected to work mainly independently. They will report to the Municipal Shop each day for instructions on the work activities planned for that day. They will be provided with the level of training and supervision required depending on their experience and comfort level with the work at hand. It is expected that the necessity for direct supervision will diminish as they become more familiar with the work and equipment. Students will learn how an urban municipality is operated and develop both independent and team oriented work habits.

Safety

The first day begins with a safety orientation for the students. They will be shown how to properly use the required safety gear for specific jobs, how to safely operate the equipment necessary for performance of their duties, where the first aid kits are, what to do in case of emergency and are given a radio to keep in contact with other employees.

Local Priorities

Our summer students support recreation and tourism in the Town by maintaining the beauty of our community places and spaces. They are enlisted in support of community events by helping prepare spaces, setting up and taking down for events such as municipal events, Canada Day celebrations, etc.

2 Positions Available

Position#1:

Number of Weeks: 16

Number of Hours per Week: 40.00

Hourly Wage Rate: 10.75

Education: Must be a ***Post-Secondary*** student attending Post-Secondary for the 2017/18 year.

Position#2:

Number of Weeks: 7

Number of Hours per Week: 40.00

Hourly Wage Rate: 10.75

Education: Must be a ***secondary (high school)*** student returning to High School for the 2017/18 year.

Job Title: Community Services Support Staff

Number of Weeks: 16

Hourly Wage Rate: 10.75

Number of Hours per Week: 40.00

Education: Must be a *Post-Secondary* student attending Post-Secondary for the 2017/18 year.

Tasks and Responsibilities

The main responsibility of the student will be to assist Town Administration and the Community Enhancement Coordinator with provision of services to the community. This may include but is not limited to: communications, marketing and public relations, assistance with organizing events and activities, liaising with community groups to provide assistance to those groups, basic book-keeping and desktop publishing, filing and organizing, grant research and funding applications, and other activities as directed by Administration.

The goal is for the student to develop the research, communication, decision-making and organizational skills necessary for a successful career. Our certified office staff will provide guidance in professional practices, include role modeling and open discussion of importance of professionalism and ethical conduct. The goal is to provide the student with on-the-job experience in working with other employees both as an individual and in a team setting. They will also gain experience in public relations in a community service capacity, communications, project management and more.

Safety

The first day begins with a safety orientation for the student. They will be shown how to safely operate any equipment necessary for performance of their duties, and appropriate safety gear as needed. They will be instructed where the first aid kits are, what to do in case of emergency, as well as preventative measures that can be taken to reduce workplace repetitive stress injuries common to an office environment.

Field of studies related to this position and its duties include, but are not limited to:

Business Administration, Agri-business, Public Relations, Local Government Authority, English, Political Studies, Accounting, History, Economics, Journalism, Sociology and Social Studies, Human Resources, Marketing, Management, Law.

Local Priority

Our summer student will support recreation, tourism and heritage by assisting administration in planning and organizing events and activities, and liaising with the local museum, seniors group and recreational clubs. They will help research and apply for grants related to these activities.