



SUMMER STUDENT EMPLOYMENT OPPORTUNITIES

Summer employment with the Town of Vegreville allows students to develop their skills in areas that align with their current or future field of study and gain meaningful employment from May through to the end of August. It also provides students an opportunity to learn about working in public service and to serve the community in which they live.

View position details and apply today by submitting your resume and cover letter to hr@vegreville.com. Please include your 1st, 2nd and 3rd choice of Department you are interested in. Application closing date is March 16, 2023

UTILITIES SUMMER EMPLOYMENT

INFRASTRUCTURE, PLANNING, & DEVELOPMENT DEPARTMENT

This classification is labour oriented. This employee will carry out Town related work as necessary, which will involve mainly manual labour. This employee will possess the ability to safely operate, or be trained to operate, power equipment and small to medium-type mobile equipment. Duties may include, but are not limited to:

- Assisting with water meter installations.
- Cleaning and flow monitoring at lift stations and distribution stations.
- Assisting with contracted services, including, but not limited to, transmission line, monitoring and valve maintenance.

Applicants must have completed Grade 12 and must possess a valid Class 5 Alberta Operator's License.

MUNICIPAL SERVICES SUMMER EMPLOYMENT

INFRASTRUCTURE, PLANNING, & DEVELOPMENT DEPARTMENT

The Municipal Services Department has two openings for summer employment. One opening is for a position at the Vegreville Sanitary Landfill and the other is for a position at the Vegreville Materials Recovery Facility. Both positions are labour oriented. Employees will carry out Town related work as necessary, which will involve mainly manual labour. Employees will possess the ability to safely operate, or be trained to operate, power equipment and small to medium-type mobile equipment.

Duties may include, but are not limited to:

- Landfill maintenance.
- Sorting recycling and bin maintenance.

Applicants must be in Grade 10 minimum and must possess a valid Class 5 Alberta Operator's License.

In your application please specify whether you are applying for a position at the landfill or a position in recycling.



SUMMER STUDENT EMPLOYMENT OPPORTUNITIES

PUBLIC WORKS SUMMER EMPLOYMENT

INFRASTRUCTURE, PLANNING, & DEVELOPMENT DEPARTMENT

This classification is labour oriented. This employee will carry out Town related work as necessary, which will involve mainly manual labour. This employee will possess the ability to safely operate, or be trained to operate, power equipment and small to medium-type mobile equipment. Duties may include, but are not limited to:

- Spray patching.
- Crack filling.
- Line painting.

Applicants must be in Grade 10 minimum and must possess a valid Class 5 Alberta Operator's License.

FINANCE & ADMINISTRATION SUMMER EMPLOYMENT

CORPORATE SERVICES DEPARTMENT

This position will be supporting both the Finance and Administration Departments at the Town Office. The ideal candidate will be proficient in Microsoft Office programs with strong interpersonal and communication skills.

Duties may include, but are not limited to:

- Providing receptionist duties.
- Answering telephones.
- Receipting revenue and daily cash reconciliation.
- Maintaining office filing systems.
- Preparing spreadsheets.

Applicants must be in Grade 10 minimum and must possess a valid Class 5 Alberta Operator's License.

TRAVEL AMBASSADORS SUMMER EMPLOYMENT

COMMUNITY ENGAGEMENT DEPARTMENT

Come and be the face of Vegreville. If you are friendly, self-motivated, and creative, we want you on our team! This position will work out of the Visitor Information Centre and The Vegreville Events Centre. Working some weekends and statutory holidays may be required as needed.

Duties may include, but are not limited to:

- Welcoming and providing local and regional tourism information to visitors.
- Proactively promoting attractions, events, experiences, and destinations across Alberta.
- Facilitating use of park attractions, including paddle boat and bike rentals.
- Assisting travellers with planning and booking accommodations and activities.
- Processing campground registrations, souvenir sales, and related transactions.
- Light janitorial maintenance of facility, washrooms, and park as required.
- Collecting data and organizing tourism materials.

Applicants must be in Grade 10 minimum and must possess a valid Class 5 Alberta Operator's License.



SUMMER STUDENT EMPLOYMENT OPPORTUNITIES

FIRE SERVICES SUMMER EMPLOYMENT

PROTECTIVE SERVICES DEPARTMENT

The successful candidate in this position is responsible for administration and operational duties as assigned. The successful candidate will be responsible for assisting the Administrative Assistant and the Senior Members at the Fire Hall, various properties, and depending on the candidate, at emergency events. The ideal candidate can work with minimum supervision and in a team environment, is self motivated, physically capable of performing work assigned, and dedicated to maintaining and improving our community.

Duties may include, but are not limited to:

- General Administrative Duties
- Minor Repair and Maintenance of Emergency Equipment
- Building Maintenance and light repair
- Assist with Public Education Campaigns
- Maintain indoor facilities and apparatuses for cleanliness.
- Operate power tools.
- Painting
- Using lifts if required
- Filing
- Data Entry
- Retrieving equipment or mail.
- Onsite Inspections
- Restocking
- Cleaning of equipment and or gear
- Small equipment maintenance as per operator manual and supervisor requirements.
- Assist other departments when required.

Applicants must be in Grade 10 minimum and must possess a valid Class 5 Alberta Operator's License and basic computer skills.

PARKS SUMMER EMPLOYMENT

PARKS DEPARTMENT

The successful candidate in this position is directly responsible for operating equipment and performing various duties that involve the grounds maintenance of the parks, campgrounds, and open spaces within the town. The ideal candidate is capable of working with minimum supervision, self motivated, physically capable of performing work assigned, and dedicated to maintaining and improving our community.

Duties may include, but are not limited to:

- Grass maintenance, weed trimming, and flower beds.
- Maintain outdoor facilities for cleanliness.
- Operate hand, garden tools and implements.
- Assist in tree and hedge trimming.
- Maintain campground and picnic areas throughout the town.
- Planting and watering of trees.
- Small equipment maintenance as per operator manual and supervisor requirements.
- Assist facilities department when required.

Applicants must be in Grade 10 minimum and must possess a valid Class 5 Alberta Operator's License. Experience with all types of lawn maintenance equipment. Experience operating riding lawnmowers. Large equipment operation, such as tractors, would be considered an asset.



SUMMER STUDENT EMPLOYMENT OPPORTUNITIES

RECREATION & FACILITIES SUMMER EMPLOYMENT

RECREATION & FACILITIES DEPARTMENT

The successful candidate in this position is directly responsible for operating equipment and performing duties that involve the maintenance and operation of recreational facilities and other facilities owned and operated by the Town of Vegreville. Experience working in and maintaining recreation facilities including ball diamonds and playgrounds is considered an asset. The ideal candidate must be physically capable of performing work assigned.

Duties may include but are not limited to:

- Building maintenance including repairs, painting, cleaning, and reorganizing.
- Ball diamond repair, maintenance, and cleaning.
- Splash Park maintenance including pumps, filters, and grounds.
- General building maintenance in all town owned buildings as required.
- Assist with Parks department when required.

Applicants must be in Grade 10 minimum and must possess a valid Class 5 Alberta Operator's License.

FAMILY & COMMUNITY SUPPORT SERVICES SUMMER EMPLOYMENT

FCSS DEPARTMENT

SIZZLIN' SUMMER COORDINATOR: MAY 8 TO AUGUST 18, 2023

SIZZLIN' SUMMER LEADER: JUNE 26 TO AUGUST 18, 2023

A recent Criminal Record Check with Vulnerable Sector and a Child Services Intervention Record Check (IRC) are required.

Sizzlin' Summer Coordinator Position Details:

Under the direction of the Manager and Assistant Manager, FCSS, the employee in the position works towards the development, administration, and maintenance of the Sizzlin' Summer program for children.

Duties may include but are not limited to:

- Develop and implement programs designed to meet children's social, physical, intellectual, creative, cultural, emotional and developmental needs in a play-based environment.
- Build children's social and interpersonal skills and self-esteem by establishing routines and positive guidance policies that allow children to feel secure, comfortable and safe.
- Establish and maintain good communication with children's families and community agencies involved in children's development.
- Ensure programming will be based on the children's interests and learning needs, and includes the use of individual, small and large group activities, indoor and outdoor play, learning centres, outings and field trips.

SUMMER STUDENT EMPLOYMENT OPPORTUNITIES

- Monitoring the arrival and departure times of children.
- Implementing experiences in a variety of areas (such as music, dramatic play, art, science, water and literacy).
- Plan, organize and deliver activities for outdoor play, special guests, events or field trips.
- Responsible for a well-designed educational environment for children including opportunities to begin to develop independence, problem-solving, literacy, math and science skills through creative experiences.
- Responsible for providing a safe, secure, relaxing and fun place for children.
- Activities should be innovative, economical, and use the variety of local resources.
- Programming should be designed to accommodate the variety of children's needs and abilities.
- Registration of participants
- Monitoring and recording of daily and weekly registration changes or additions.
- Track and collect weekly and monthly statistics, success stories and pictures.
- Use computers to write reports, proposals, and complete research on the Internet.
- Use word processing, spreadsheet, database or presentation software to prepare reports, memos, letters and other documents.
- Answer telephones, answer program inquiries and address concerns.
- Greet children and parents.
- Order and maintain resources and materials.
- Develop or maintain a records management system including classifying and coding electronic and hardcopy files.
- Operate office equipment such as fax machines, photocopiers, voice mail messaging systems and computer scanning equipment.
- Create and maintain public awareness of the Sizzlin' Summer Program.
- Foster and develop good community relations.
- Conduct research (for example, public opinion and attitude surveys) and communicate results.
- Prepare speeches, brochures, audio-visuals, advertisements, articles and newsletters.
- Prepare fundraising activities.
- Establish and develop open, trusting, comfortable, and meaningful relationships with children, families, co-workers and with other community agencies.

Applicants must be attending a college or university program to qualify for this position and be at least 18 years of age. Applicants for this position must also be First Aid/CPR Certified. The successful applicant in this position will be required to have a valid Class 5 Alberta Operator's License.

Sizzlin' Summer Leader Position Details:

Under the direction of the Manager and Assistant Manager, FCSS, the successful candidate in the position works towards the delivery and maintenance of the Sizzlin' Summer program for children.

Duties may include but are not limited to:

- Deliver programs designed to meet children's social, physical, intellectual, creative, cultural, emotional and developmental needs in a play-based environment.
- Monitoring the arrival and departure times of children.
- Build children's social and interpersonal skills and self-esteem by establishing routines and positive guidance that allow children to feel secure, comfortable and safe.
- Establish and maintain good communication with children's families and community agencies involved in children's development.
- Implementing experiences in a variety of areas (such as music, dramatic play, art, science, water and literacy.)
- Deliver activities for outdoor play, special guests, events or field trips.



SUMMER STUDENT EMPLOYMENT OPPORTUNITIES

- Responsible for ensuring an environment for children that includes opportunities to begin to develop independence, problem-solving, literacy, math and science skills through creative experiences.
- Responsible for providing a safe, secure, relaxing and fun place for children .
- Registration of participants.
- Track and collect weekly and monthly statistics, success stories and pictures.
- Answer telephones, answer program inquiries and address concerns.
- Greet children and parents.
- Create and maintain public awareness of the Sizzlin' Summer Program.
- Foster and develop good community relations.
- Various maintenance duties as assigned.

Applicants must be in Grade 10 minimum and must possess a valid Class 5 Alberta Operator's License.

To apply for a summer student position, view position details and email your resume and cover letter to hr@vegreville.com. Please include your 1st, 2nd and 3rd choice of Department you are interested in.

Application closing date is March 16, 2023.

Thank you to all that apply. Only those selected for an interview will be contacted.