

Town of Gibbons 2021

Summer Student Employment Opportunities

Summer Program Coordinator

This is a full-time position working 37.5 hours per week. Some evening and weekend work will be required. Responsibilities include: supervision and mentorship of summer program assistant; assist in planning, implementing, and evaluation of all registered summer programs; work collaboratively with other organizations to plan, implement, and evaluate all free programs; organize, recruit, and implement Town of Gibbons Fostering Leadership in Youth (FLY) program; develop, promote, and advertise all Town of Gibbons Summer Programs; assist with planning and implementation of Town of Gibbons celebrations and events. A valid class 5 driver's license is required. Previous supervisory experience in leading recreation or related programs is an asset.

Museum Coordinator

This is a full-time position working 37.5 hours per week. Some evening and weekend work will be required. Responsibilities include: planning and implementing tours and programs for museum visitors/public; organize and execute special events; provide visitor information services; assist in development and maintenance of historical displays; maintenance of museum grounds; assist in fundraising activities; develop, implement, and evaluate programs for both youth and seniors. A valid class 5 driver's license is required.

Summer Program Assistant

This is a full-time position working 37.5 hours per week. Some weekend and evening work will be required. Responsibilities include planning, implementing, and evaluating a leadership program for youth ages 12+, summer programming for children ages 5-12, and assist with planning and implementation of Town of Gibbons celebrations and events. A valid class 5 driver's license is required.

Summer Parks and Trails Maintenance Worker

This is a full-time position working 37.5 hours per week. Responsibilities will include assisting Public Works staff with Town maintenance activities. The ability to work independently and a valid class 5 driver's license are required. **A minimum of one-year driving experience is an asset.**

Both Resume & Cover Letter required

Submit to Eric Paterson for one/multiple positions on the job posting @

<https://www.gibbons.ca/town-hall/careers>

Please note which position(s) you are applying for.

Resumes will be accepted until 4:30pm on Friday, March 12, 2021.

*We would like to thank all applicants for their interest in these positions,
however only applicants being interviewed will be contacted.*

