

SPECIAL EVENTS PROGRAM PLANNER

The City of Camrose is seeking a highly motivated, energetic and reliable summer student to join our Community Services Department summer student to assist with program planning and implementation for summer season.

FUNCTIONS/DUTIES (but not limited to):

- Assist with community events and recreation programs.
- Work with staff, and volunteers.
- Set-up, take down and implement activities for summer Pop-Up Parks programs.
- Assist Recreation Program Coordinator in planning and implementing Recreation Programs.
- Assist with implementation of Canada Day activities.

QUALIFICATIONS:

- Post-secondary student returning to studies in the fall.
- Organizational skills.
- Personable and reliable with a strong work ethic.
- As pre-condition of employment, the successful candidate will be required to provide a satisfactory class 5 driver's abstract and Police Information Check.

HOURS OF WORK: This is an 11-week position and includes approximately 30 hours per week.

HOURLY WAGE: The hourly wage for this position will be \$15.00 per hour.

APPLICATIONS: The City of Camrose is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below or in person by April 28, 2022 at 4:30 p.m.

We appreciate and consider all applications; however only those selected for interviews will be contacted.

CONTACT

City of Camrose – Attention: Manager of Recreation and Culture
Mailing Address: 4809 – 52 Street, Camrose, AB T4V 1T9
P: 780.672.9949 | E: hr@camrose.ca | W: www.camrose.ca