



EMPLOYMENT OPPORTUNITY

SUMMER STUDENT OPPORTUNITIES

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. 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 Licence.

PROTECTIVE SERVICES SUMMER EMPLOYMENT

PROTECTIVE SERVICES DEPARTMENT

Are you passionate about community safety and compliance? We are looking for a dedicated individual to support our Community Peace Officers in promoting awareness and enforcing municipal by-laws. This position will work out of the Fire Hall. Working some weekends and statutory holidays may be required as needed. Duties may include, but are not limited to:

- Working cooperatively with community and other enforcement agencies.
- Receiving, investigating, and administering by-law related complaints and ensuring appropriate solutions.
- Responding to public enquiries regarding by-law issues or concerns.
- Responsible for animal licensing renewals, community standard files, and other identified projects.
- Providing administrative support for the Enforcement Services department.
- Assisting the Protective Services Manager in Administration duties.
- Assisting the Fire Department in hall duties.
- Possible limited response to emergencies.

Applicants must be at least 18 years of age, possess a valid Class 5 Driver's Licence and access to a personal vehicle for business related purposes. Current enrollment in a post-secondary program within law enforcement or related field is considered an asset. Excellent customer service, organizational, and communication skills, with a strong attention to detail and be proficient skills in Microsoft Office programs is required. The successful candidate will be required to provide a Vulnerable Sector Criminal Record Check and Driver's Abstract.

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, strong interpersonal skills, and excellent 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 Licence.

MUNICIPAL SERVICES SUMMER EMPLOYMENT

INFRASTRUCTURE, PLANNING, & DEVELOPMENT

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 Licence.

Please specify whether you are applying for a position at the landfill or a position in recycling.

PUBLIC WORKS SUMMER EMPLOYMENT

INFRASTRUCTURE, PLANNING, & DEVELOPMENT

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 Licence.

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 Licence.

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 Licence. Experience with all types of lawn maintenance equipment. Experience operating riding lawnmowers. Large equipment operation, such as tractors, would be considered an asset.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS) SUMMER EMPLOYMENT

FCSS DEPARTMENT

Sizzlin' Summer Coordinator:

Under the direction of the Manager and Assistant Manager, FCSS, the employee in this 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.
- 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 Licence. A recent Criminal Record Check with Vulnerable Sector and a Child Services Intervention Record Check (IRC) are required.

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

**2025 Summer Student positions will remain open until all positions are filled.
Include your 1st, 2nd and 3rd choice of the departments you are interested in.**

Please review position details and apply today by submitting your cover letter and resume to employment@vegreville.com.

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