



## EMPLOYMENT OPPORTUNITY COMMUNITY DEVELOPMENT TEMPORARY SUMMER EMPLOYMENT

### Department

We are currently recruiting temporary, full-time summer positions for our Community Development team.

#### Contract Start Date

May 5, 2025

#### Contract End Date

August 29, 2025

#### Division

Community & Protective Services

#### Hours Per Week

35

#### Compensation Rate

\$22.14 per hour

#### Closing Date

February 9, 2025

### About this Opportunity:

The Summer Community Development positions will report directly to the Community Development Supervisor. These positions are required to support the Community Development Coordinators with organizing and facilitating community events and programs for all ages. They will also perform labour type tasks as required.

### Responsibilities include but not limited to:

- Support the team with creating and distributing marketing materials for programs and events.
- Actively engage with participants, ensuring safety while facilitating programs for all ages, with a focus on children and youth.
- Plan, facilitate, and supervise youth programs and activities, serving as a positive role model.
- Assist Coordinators with planning and facilitating large community events, such as Canada Day and the Teddy Bear Picnic, including set-up and take-down duties.
- Perform various Community Development duties as assigned by the supervisor.
- Participate in training and orientations for the department, including gaining operational knowledge of Occupational Health and Safety and its application.

### Working Conditions:

Work indoors/outdoors while assisting with programs and community events. This position may require the use of proper PPE, as appropriate, and the ability to lift heavy objects as part of the duties performed.

### Qualifications:

*You are an ideal candidate if you have the following:*

- High School Diploma, valid Class 5 Driver's License, and a criminal record check with vulnerable sector check are required.
- First Aid certification is an asset.
- Ability to work flexible hours, including evenings and weekends, while effectively multitasking and prioritizing workload.
- Strong interpersonal skills to work with diverse groups, both internal and external.
- Proficiency in Microsoft Office programs and social media to create marketing content and materials..

### How to Apply:

Please forward your resume by *quoting Competition #EDSOU-202503* to:

Human Resources  
Town of Edson  
PO Box 6300,  
Edson, AB T7E 1T7

Email: [humanresources@edson.ca](mailto:humanresources@edson.ca)

***We thank all applicants for their interest and advise that only those selected for interviews will be contacted.***