



VILLAGE OF WARBURG

Youth Summer Public Works Employment Opportunity and Youth Summer Recreation Leader Employment Opportunity

The Village of Warburg is looking for motivated post-secondary school students who are looking to gain valuable work experience over the summer. Commencing May 5th to August 29th, there is a youth summer public works employment opportunity as well as starting July 2nd to August 29th there is the opportunity for a youth summer recreation leader. Please note we may consider a secondary/high school student for the months of July and August.

The Village of Warburg is seeking a dedicated applicant to join the Public Works Department in maintaining and servicing municipal infrastructure. Responsibilities will include grounds maintenance of parks, public pathways, and sports fields, as well as assisting with roadway and sidewalk repair projects. Additionally, the candidate will help with building maintenance, maintain recreation park grounds (including mowing, trimming, and planting), and operate equipment safely. The role may involve assistance in the water treatment plant maintenance. The role also involves interacting with the public in a courteous and efficient manner. Other duties may be assigned as needed. The Youth Summer Public Works employment opportunity not only provides essential work experience but also promotes a more sustainable and resilient future. Please note that a valid Driver's License is essential.

The Village of Warburg is also seeking a motivated youth applicant to assist in the implementation of summer youth programming. Responsibilities may include: developing summer programs that address the needs of the local youth community, overseeing and facilitating program activities, and supporting community events such as Warburg's Heritage Days as directed by the Recreation Coordinator. The role also involves preparing promotional materials, maintaining accurate program records, ensuring all activities are conducted in a safe environment that meets established safety standards, attending weekly staff meetings, and preparing both weekly and end-of-term reports. Additionally, the applicant will ensure that all programming adheres to municipal guidelines and policies, while performing other related duties as needed. This position offers a great opportunity to gain experience in program development, event coordination, and community engagement while making a positive impact in the community.

These are exceptional learning opportunities for individuals who can work autonomously and who possesses a keen willingness to learn. If you are a responsible, reliable and motivated individual who is eager to help our rural community and gain valuable hands-on experience – Apply Now!

DEADLINE for Applications:

4:00 p.m. on April 16th, 2025 (or until a suitable candidate/candidates are found)

Applications will be accepted in person at the Village of Warburg Municipal Office, emailed for mail to:

Village of Warburg

Attention: Chris Pankewitz, Municipal Administrator

Box 29, Warburg, AB T0C 2T0

Email: office@warburg.ca

Phone: 780-848-2841