

EMPLOYMENT OPPORTUNITIES
City of Port Alberni
Parks, Recreation and Heritage Department

Summer Program Assistants

The City of Port Alberni is accepting applications for Summer Program Assistants in a variety of programs. Candidates are required to have related experience, a minimum of 1st year college or university in a related field and are returning to college/university (*required for grants*). As a requirement of the job, applicants must have a Current Standard First Aid certificate and Current CPR C certificate. Successful applicants will be required to complete a Police Information Check.

Position specific requirements include:

Playground Program (Sports/Outdoors) (35 hours per week)

- Unrestricted Class 5 Driver's License
- NCCP Level 1 Certification – Introduction to Competition (Part A)
- Experience in outdoor activities and/or sports

Our Town (Special Events) (20 hours per week)

- Unrestricted Class 5 Driver's License and access to a vehicle
- Experience in planning special events

Program X Day Camp (Outdoor) (35 hours per week)

- Unrestricted Class 4 Driver's License
 - NLS – Waterfront Option
 - Experience in outdoor activities including canoeing, camping, geocaching and aquatics
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Summer Museum Assistant

The City of Port Alberni is accepting applications for a Museum Assistant (35 hours per week) to assist in the preservation and presentation of the Alberni Valley Museum collections. Candidates are required to have a minimum of 2nd year college or university in a related field (History, Geology, Education, Museum Studies, Tourism, Marketing or Visual Arts) and related experience. As a requirement of the job, applicants must have an unrestricted Class 5 Driver's License and complete a Police Information Check. As this is a grant position, only applicants that have been a full time student in the last semester and intending to return to full time studies following the job will be considered.

This position is subject to grant funding approval.

Rate of pay is per CUPE, Local 118, Collective Agreement.

Resumes, with covering letter and copies of required qualifications, will be received until 4:30 p.m. Friday, April 7, 2017 by the Human Resources Department at City Hall, 4850 Argyle Street, Port Alberni, B.C. V9Y 1V8 or humanresources_resumes@portalberni.ca

Cover letters must clearly indicate which position is being applied for.

We regret that only those applicants selected for interviews will be contacted.