

Summer Student Employment 2018

Job Opportunities

Issued May 3, 2018

The Town of Bishop's Falls and the Bishop's Falls Heritage Society are jointly accepting applications for various summer jobs as summarized below. ***Please note the Town is seeking funding from the provincial and federal governments for these jobs. In some cases, government approval is pending; therefore, the number of positions and the employment terms are unknown at this point.***

Bishop's Falls Heritage Society Summer Jobs

(1) HERITAGE MUSEUM INTERPRETER

Work location: Heritage Centre @ 5 Station Road

- Providing museum tours.
- Handling cash.
- Maintaining facilities and exhibits.

(2) TOURISM FACILITATOR

Work location: Fallsview Municipal Park

- Maintaining campsites (i.e. removing garbage).
- Handling and recording cash.
- Maintaining the facilities (i.e. cleaning).
- Registering campers at the Park.

(3) RECREATION FACILITATOR

Work location: Faulkner Recreation Complex/Pat O'Reilly Memorial Stadium

- Organizing and delivering youth/children recreation activities.
- Designing recreation activities.
- Coaching sports.

Town of Bishop's Falls Summer Jobs

(4) PUBLIC WORKS ASSISTANT

Work location: Outdoors throughout town

- Cleaning ditches and roads (i.e. removing litter, debris, etc.).
- Cutting brush and grass along Main Street and side roads.
- Completing general landscaping.
- Painting municipal buildings.

(5) ADMINISTRATIVE ASSISTANT

Work location: Town Hall

- Scanning Council minutes and creating an electronic database.
- Providing general office support.

(6) RECREATION ASSISTANT

Work location: Fallsview Municipal Park/Pat O'Reilly Memorial Stadium

- Providing, generally, operational support for the summer recreation program.
- Providing, generally, operational support for the Fallsview Municipal Park.

If you would like to be considered for one or more of these jobs, please submit your resume to the Town Office in-person (445 Main Street, Bishop's Falls) or by email (info@bishopsfalls.ca) by May 30, 2018. While your preference for a job will be taken into account, the Heritage Society and the Town may offer you a different job based on your resume and the interview results.