



Summer Park Staff
PART-TIME: Seasonal & Weekly Hours
NON-UNION WAGE BAND: \$17.00/hour

General Position Functions

Summer Park Staff are responsible for the maintenance of Town of Kentville Parks and Recreation owned properties, including parks, community green spaces, trails, sport fields, and play spaces. Reporting to the Supervisor, Facility Operations, this role involves physical outdoor labor, equipment use, and custodial duties. Your schedule will include mostly weekdays, with evening and weekend shifts required as necessary.

Accountability

The Summer Park Staff report directly to the Supervisor, Facility Operations.

Specific Job Responsibilities

Green Space and Trail Maintenance

- Lawn care – raking, mowing, trimming
- Waste removal – litter and receptacle collection
- Trail maintenance – Trimming back overgrowth, trail clearing, surface maintenance

Beautification

- Assist in installation and care of downtown beautification assets – planters, and hanging baskets
- Flower bed maintenance – weeding, mulching, edge defining

Sport Field Preparation

- Establish and maintain game lines on our baseball and soccer fields
- Assist parks staff in maintaining the landscaping, cleanliness, and playability of natural turf sport fields, infields, bull pens, batting cages, courts, and other surfaces
- Maintenance of sport implements such as nets, flags, bases and plates, pitchers' mounds, dugouts, benches, etc.
- Game preparation – baseball diamond grooming and lining, soccer field preparation

Facility and Play Space Maintenance

- Washroom cleaning and stocking
- Waste removal – litter and receptacle collection
- Assist parks staff in other maintenance and repair duties – structures, playgrounds, and other park assets – as needed

Events Support

- Support logistics and operations for Town-run or supported events throughout the spring/summer season

Communication & Teamwork

- Communicate clearly and professionally with fellow staff and the public
- Actively participate in all staff tasks, including training and group discussions
- Communicate any issues regarding equipment, damage or other issues to senior park staff or the Supervisor, immediately

Equipment & Site Care

- Prioritize safety in care of all facilities, equipment, and assets; this includes safe work practices, use and storage of equipment, and reporting of any damage as it occurs or is discovered

Qualifications and Expectations

Required

- Can receive and follow instruction, both written and verbal
- Can work both independently and as part of a team
- Strong interpersonal and communication skills
- Ability to work outdoors in all weather conditions
- Ability to work flexible hours, including early mornings and varying schedules
- Valid driver's license

Assets

- Experience in property maintenance, landscaping or equipment operations
- Truck and trailer driving experience
- Outdoor labour work experience – farm, yardwork, construction, etc.
- Enrollment in related education programs, such as landscaping, horticulture, or mechanics
- WHMIS certification
- First Aid and CPR certification

Core Competencies

- Strong work ethic and positive attitude
- Creative problem solver
- Strong people skills, and the ability to remain professional when interacting with customers and members of the public
- Open to learning new skills and adapting to various work environments

Working Conditions

- Elements of hands-on labour, tool use, truck operations, and small equipment operation
- Facility maintenance and custodial duties

Work Term and Schedule

There are 5 opportunities for Summer Par Staff Positions, 4 full-time positions, and 1 part-time position

Summer Park Staff (Spring & Summer Term) (x2)

April 13 – August 28, 40 hours per week

Monday – Friday, 8:00 am – 4:30 pm (regular schedule)

Saturday – Sunday, 7:00 am – 3:30 pm (as required)

Evening work as required

Summer Park Staff (Summer term) (x2)

June 29 – August 28, 40 hours per week

Monday – Friday, 8:00 am – 4:30 pm (regular schedule)

Saturday – Sunday, 7:00 am – 3:30 pm (as required)

Evening work as required

Summer Park Facility Custodian

May 18 – August 28, 20 hours per week
Monday-Tuesday, 8:00 am – 12:00 pm
Thursday-Friday, 8:00 am – 12:00 pm
Sunday, 7:00 am – 11:00 am

To Apply

Please submit your resume and a cover letter outlining your work and volunteer experience. Don't forget to highlight your related work experiences, why you are interested in this opportunity, what skills you have that you love sharing, and why we should pick you. We read a lot of resumes, so be creative!

Please indicate in your application which position(s) you are applying for. Resumes, cover letters and three references can be either emailed in a word document or pdf to recreation@kentville.ca, or hard copies may be delivered to Town Hall offices at 354 Main Street in Kentville.

Please ensure that cover letters, resumes and references are merged into one document.

The Kentville Parks and Recreation Department thanks you in advance for your interest in summer employment with the Town of Kentville. Only those applicants selected for the interview process will be contacted. For clarification on the application process or for more information please contact by email: recreation@kentville.ca