



Summer Student Employment Opportunities Parks, Recreation & Culture Department

Posting Date: February 28, 2025

Closing Date: March 21, 2025

The Town of Truro will accept applications for the following summer student employment opportunities:

POSITION	RESPONSIBILITIES
Victoria Park and Urban Forestry Workers	<p>Assist with the following: urban tree planting; urban garden program; trail maintenance; assist in the treating of trees for invasive species, general park maintenance.</p> <p>The positions will allow for direct experience with invasive species survey training, damaged and diseased tree diagnosis, and treatment, in addition to other development opportunities in relation to the nature of the work.</p>
Parks, Greenspace & Trail Beautification Workers	<p>Responsible for picking up litter and debris on assigned daily routes, as well as grass cutting, park and municipal property maintenance, hurricane cleanup, landscaping, vegetation management (control of weeds), and performing other labour related duties as assigned. Adherence to all workplace and safe workplace procedures is a requirement. Appropriate training will be provided.</p>
Special Events Coordinator	<p>The Special Events Coordinator will be responsible for facilitating the planning of daily operations and the delivery of summer programs/special events. The incumbent will meet the needs of staff and participants and ensure adequate safety, high-quality programming, and customer service. The selected candidate will plan, organize, schedule, promote and implement, and report on summer community events and special events. They will also be responsible for budget management, and will provide leadership, supervision and guidance to the staff reporting to them. They will also manage social media & promotional activities including Instagram, Facebook, and Twitter.</p>
Instructor/Events Staff	<p>Instructors / Events Staff will be responsible for preparing and leading special activities and community events. They will ensure the safety and enjoyment of all participants, they will organize equipment and supplies prior to and after activities, communicate with caregivers/participants and provide recommendations for enhancements to programs and events. They will assist with management of social media & promotional activities including Instagram, Facebook, and Twitter.</p>
Aquatics Coordinator	<p>The Aquatics Coordinator is responsible for the day-to-day operation of the Victoria Park Pool, including budget management, report preparation, staff supervision, management and training, lifeguarding duties, and aquatic program and service delivery. They will ensure the safety and enjoyment of the public and the staff reporting to them while ensuring OH&S compliance and routine facility checks are conducted. Additionally, this position requires familiarity with cleaning and maintenance of pool equipment. They are responsible for providing strategic advice and management of the aquatic programs, activities, special events and excellence in customer service and will also manage social media & promotional activities including Instagram, Facebook, and Twitter.</p>
Head Lifeguards	<p>Head Guards are responsible to assist the Aquatics Director in the day-to-day operation of the Victoria Park Pool, including staff</p>

	management, providing lifeguarding duties, and assisting with aquatic program and service delivery, while ensuring the safety and enjoyment of the public and the staff reporting to them. They are responsible for providing strategic advice and management of the aquatic programs, activities, special events and excellence in customer service. Additionally, these positions require familiarity with cleaning and maintenance of pool equipment.
Lifeguard/Instructors	Lifeguard/Instructors are responsible for providing ensuring the safety and enjoyment of the public, as well as preparing and facilitating water safety programs. Additionally, these positions require familiarity with cleaning and maintenance of pool equipment and must provide high quality customer service to all customers. They will also assist with opening and closing and cleaning processes.
Pool Front Desk	Info clerks / Administrative supports will serve as the first point of contact for the public at the Pool. They will greet patrons, enact facility entry procedures, enforce policies, accurately process, and track all monetary transactions, answers patron questions courteously and promptly, take reservations and class registrations. They will also assist with opening, closing, and cleaning processes.

Start Date: Between May 30 and June 20, 2025
Victoria Park and Urban Forestry Summer Students will begin in mid-May.

End Date: On or around September 1, 2025

Closing Date for Applications: Friday March 21, 2025, at 4:00 pm

Forward applications to: Tammy Totten, Manager of Human Resources
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is committed to fostering an inclusive working environment and encourages applications from a wide spectrum of backgrounds and experiences. We encourage individuals from historically underrepresented communities, including Black, racialized and Indigenous Peoples, members of the 2SLGBTQ+ community, newcomers to Canada, and People with Disabilities, to apply.