

**TOWN OF NEW GLASGOW
SUMMER YOUTH EMPLOYMENT
EVENTS & FACILITY ASSISTANT**

The Town of New Glasgow is seeking to fill an events and facility assistant youth employment opportunity within the Department of Community Development. The employment period is May 15 until September 1, 2023 (16 weeks). Regular hours are Monday to Friday 8:30am until 4:30pm, overtime and afterhours support may be required from time to time.

Applicant Requirements:

- Applicants must be between 15 and 30 years of age at the beginning of the employment period,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Roles and Responsibilities:

- Assisting with the day-to-day set up and tear down of events taking place in the Town of New Glasgow and at Glasgow Square Theatre.
- Assisting with the day-to-day operations and planning at Glasgow Square Theatre.
- Liaison with community groups and organizations with regards to event logistics and requirements.
- Work with community groups and organizations to facilitate and plan community events and programs.
- Support the Maintenance and Beautification Team with the day-to-day maintenance of fields, parks and recreational facilities when required.
- Other duties as assigned by supervisor.

Closing Date and Applications:

- Applications must be received by 11:59pm on Sunday, March 26, 2023. By e-mail to recreation@newglasgow.ca or in person to New Glasgow Town Hall (111 Provost Street, New Glasgow) Attn: Veronica Deno.
- Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.
- The Town of New Glasgow is an equal opportunity employer, values diversity and inclusiveness and encourages applications from all qualified candidates including indigenous people, visible minorities, people with disabilities and women. We thank all those who apply; however, only those selected for an interview will be contacted.