



Youth Summer Public Works Labourer (2 vacancies)

Term: May 5 – August 29

35 hours per week (9am-4:30pm with ½ hour lunch)

The Village of Warburg is seeking two dedicated and hardworking individuals to support our Public Works Department in maintaining municipal infrastructure. Duties will include:

Key Responsibilities:

- Groundskeeping for parks, trails, and sports fields
- Assisting with roadway and sidewalk repairs
- Supporting building maintenance and general upkeep
- Maintaining recreation park grounds (mowing, trimming, planting)
- Operating equipment safely and effectively
- Assisting with tasks related to water treatment plant maintenance
- Engaging with members of the public in a courteous and professional manner
- Performing other related duties as required
- A valid Driver's License is essential

Youth Summer Recreation Leader

Term: July 2 – August 29

35 hours per week (9am-4:30pm with ½ hour lunch)

The Village of Warburg is seeking a motivated and enthusiastic youth applicant to assist in delivering summer youth programming. This position offers an excellent opportunity to gain experience in program development, event coordination, and community engagement, while making a meaningful impact.

Key Responsibilities:

- Assist in the development and delivery of summer programs that meet the needs of local youth
- Oversee and facilitate daily program activities
- Support community events such as Warburg's Heritage Days, under the direction of the Recreation Coordinator
- Prepare and distribute promotional materials for programs and events
- Maintain accurate program records and attendance logs
- Ensure all activities are conducted in a safe, inclusive environment that meets established safety standards
- Attend weekly staff meetings and contribute to planning discussions
- Prepare weekly progress reports and a final end-of-term summary report
- Perform other related duties as required

These opportunities support the participation of youth who are underrepresented in the labour market, including Black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth, and youth living in rural and remote communities. It also contributes to efforts that support environmental protection and stewardship.

If you are a responsible, reliable and motivated individual who is eager to help our rural community and gain valuable hands-on experience – Apply Now!

DEADLINE for Applications:

4:00 p.m. on April 16th, 2025 (or until a suitable candidate/candidates are found)

Applications will be accepted in person at the Village of Warburg Municipal Office, emailed for mail to:

Village of Warburg

Attention: Chris Pankewitz, Municipal Administrator, Box 29, Warburg, AB T0C 2T0

Email: office@warburg.ca

Phone: 780-848-2841