



**SEASONAL
EMPLOYMENT OPPORTUNITY
CN Station Attendant / FCSS Coordinator Assistant**

The Town of Smoky Lake is accepting resumes to fill the seasonal full-time CN Station Attendant / FCSS Coordinator Assistant for the duration of July – August under the Canada Summer Jobs program. The Canada Summer Jobs program is an initiative of the Youth Employment and Skills Strategy, which aims to provide support for all young Canadians to develop skills and gain paid work experience to successfully transition in the labour market. Applicants must meet the criteria and is open to ages 15 – 30 years old. The anticipated start date will be between June 27, 2022, and ending August 31, 2022, with the possibility of an extension.

The CN Attendant will provide information to visitors and tourists visiting the Smoky Lake Region regarding historical sites, local events, businesses, and services while ensuring the CN Station building and grounds are kept clean and tidy at all times.

Duties and Responsibilities

- Develop and maintain knowledge of local and regional attractions, history, products, local events, businesses, and services.
- Provide excellent customer service to visitors and tourists.
- Provide recommendations for local shopping and restaurants etc.
- Stock and sell merchandise, handle cash transactions and till reconciliation.
- Responsible for the maintenance of Pumpkin Park (grass and flowers).
- Perform general cleaning duties and sanitizing.
- Perform other related duties as required.

The FCSS Coordinator Assistant will provide assistance to the FCSS Program Coordinator with a variety of tasks, events, and communications.

Duties and Responsibilities

- Assist the FCSS Program Coordinator with the planning, organizing, and completion of local FCSS events.
- Provide assistance to FCSS with planning and organization of programs held at the CN Station.
- Develop and maintain knowledge of local and regional attractions, local events, businesses, and services.
- Provide excellent customer service to visitors and tourists.
- Perform other related duties as required.

Qualifications

- Proficiency with Microsoft Office programs such as Word, PowerPoint, Excel and Outlook.
- Strong customer service skills with the ability to represent the Town of Smoky Lake in a professional manner.
- Excellent communication and research skills required.
- Detail oriented with excellent organizational skills.
- Proven experience to work with confidential information.
- Strong interpersonal skills.
- Positive team player who can work independently.
- Must be willing to work weekends.

Interested applicants are invited to submit their resumes, in confidence, to Rachelle Amyotte, FCSS Program Coordinator to P.O Box 460, Smoky Lake, AB, T0A 3C0 or email fcss@smokylake.ca by **4:00 p.m. on June 20, 2022**; however, the position will remain open until a suitable candidate has been selected.