



September 24, 2018

## JOB OFFERS

The Municipality of Saint-Gabriel-de-Valcartier is presently looking for dynamic and responsible persons able to replace occasionally a building attendant job or a playgroup animator job.

### **Municipal building attendant and rink supervisor (replacement)**

#### **Responsibilities**

- Permit access to the buildings during scheduled activities held at the Community Center; Complex 1754 and the Recreation Center;
- Ensure the opening and closing of buildings;
- Welcome customers; inform and ensure effective follow-up of requests;
- Distribute, set up and put away sports and recreation equipment as needed;
- Take rentals on site as needed;
- Responsible for the supervision of the park, parking lot, rink, washrooms, and other municipal buildings open to the public;
- Perform minor maintenance of buildings and spaces;
- Ensure that rules and regulations are followed;
- Manage a petty cash on site;
- Ensure that discipline and safety measures are respected, and premises are secured;
- Any other related task.

#### **Work schedule and salary**

**Weekdays:** Usually between 5:30 – 11:00 p.m.

**Weekends:** Usually between 8:00 a.m. – 10:00 p.m. (According to reservations and schedule of activities, would work alternating weekends – Fridays, Saturdays and Sundays);

**Salary offered:** to be discussed

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### **Playgroup Animator for children aged from 3 to 5 years old Saint-Gabriel-de-Valcartier (replacement)**

#### **Responsibilities:**

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program. Teaching of basic skills such as color, shape, number and letter recognition, personal hygiene and social skills.
- Ensure children are supervised at all times;
- Provide various experiences and activities for children including songs, games and storytelling;
- Build children's self-esteem;
- Comfort children; establish routines and provide positive guidance;
- Provide a safe and secure environment;
- Implement positive discipline when required;
- Clearly and effectively communicate in a manner for children to understand;
- Participate in community activities; develop daily activity plans;
- Perform other related duties as required.

#### **Work schedule and salary:**

Tuesdays, Wednesdays and Thursdays from 8:00 a.m. to 3:30 p.m. for sessions of 10 to 12 weeks (fall, winter, spring) and the possibility of one session of 7 weeks in the summer.

**Salary offered:** to be discussed

*Those interested must forward a résumé to Mrs. Pamala Hogan Laberge before 4:30 p.m. **October 19<sup>th</sup>**, 2018 at [plaberge@munsgdv.ca](mailto:plaberge@munsgdv.ca) or in person at the Municipal Office, 1743, Blvd. Valcartier, Saint-Gabriel-de-Valcartier (Quebec) G0A 4S0, 418-844-1218 by mentioning the job title.*