



Village of Ryley – Job Description			
Position:	Summer Student – Programs	Date Written:	April 29, 2026
Reports To:	Program Director	Position starts:	Once a suitable candidate is found

The Summer Student is responsible for providing program support to the Ryley Program Director

Pay starts at \$20/hour

Schedule: Monday – Thursday, some evenings and weekends, 30 hours/week

**RESPONSIBILITIES**

- Organization, filing, general administrative support as needed
- Greeting residents, answering the phone and directing inquiries and messages
- Provides support to Village of Ryley programs
- Performing duties related to occupational health and safety, pursuant to federal, provincial & municipal legislation and policies
- Participate in staff meetings and events

**QUALIFICATIONS**

- Friendly personality; commitment to providing excellent community support; effective interpersonal skills when dealing with residents, other staff members and community partners
- Good organizational and planning skills
- A very high degree of thoroughness, accuracy, and attention to detail
- Can work independently as well as a team member
- Possess the ability to maintain confidentiality

**EDUCATION & EXPERIENCE**

- A minimum of grade 10 education
- MUST be organized, efficient and dependable
- Prior office experience, First Aid/CPR certification, Food Safety and Mental Health awareness is considered an asset

**REQUIREMENTS**

- Must be able to complete and pass a criminal record check for vulnerable sectors