



## TOWN OF CRESTON EMPLOYMENT OPPORTUNITY SUMMER STUDENTS (Bylaw Services)



The Town of Creston is now accepting applications for **two (2) Summer Student** employment positions commencing on or about May 4, 2026 through to August 28, 2026 in the **Community Services (Bylaw Services) Department**. Employment conditions and wages for these positions will be as per the current Collective Agreement between CUPE Local 2092 and the Town of Creston. The current wage for these student positions will be \$21.02 per hour.

The applicants for these positions must be mature, performance-oriented individuals with the ability to work extremely well with others as well as independently with little supervision, and with a focus on providing excellent customer service. The incumbents will be working with the Public Safety Compliance Officer to assist in gaining compliance with Town of Creston bylaws.

### **DUTIES AND RESPONSIBILITIES:**

- Collection of parking data and monitoring parking trends in the downtown core by chalking tires, compilation of resulting data, and providing warning letters for vehicles parked longer than the permitted 2-hour limit. Training will be provided.
- Educating residents with respect to community bylaws, i.e. water conservation measures, property clean up, etc.
- General administrative support including digitizing and archiving departmental documents
- Conduct research to support staff priorities and projects
- Other related duties as assigned, as per the nature and scope of the position

### **MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:**

- Grade 12 graduation or GED/CAEC
- Valid British Columbia Driver's License – Class 5
- Experience with providing excellent customer service
- Ability to prioritize, multitask and exercise good judgement
- General understanding of computer use for data compilation including proficiency with Microsoft Office

### **ADDITIONAL INFORMATION:**

Applicants must be enrolled or returning to a post-secondary institution as a full-time registered student.

Please submit applications containing cover letter, resume, and a Driver's Abstract by Friday, April 3, 2026 via <https://www.creston.ca/careersjob-opportunities>. Position title: Summer Student (Bylaw Services).

Direct inquiries to:

Marsha Neufeld - Executive Assistant & Human Resources Coordinator  
[marsha.neufeld@creston.ca](mailto:marsha.neufeld@creston.ca).

*We thank all applicants for their interest, however only those applicants being considered for an interview will be contacted.*