

## Summer Jobs – 2026

### BASED IN MILTONVALE PARK/MILTON COMMUNITY HALL

We have applied for funding for the following positions. Applicants should indicate which funding programs would be applicable to them. (See the asterisks and the end of the list for details on eligibility). Please note: *None of the funding has been secured yet, so there may be some changes to positions or eligibility.*

**RURAL MUNICIPALITY OF MILTONVALE PARK** -Apply to [admin@miltonvalepark.com](mailto:admin@miltonvalepark.com) with a resume and cover letter.

- 1. Assistant to the CAO\*** -Wage -\$18/hour plus vacation pay  
Assist with the establishment of a new records management system, filing, digitizing records, Updating the website and social media, Assist with development and distribution of a community newsletter, Office duties - greeting public, answering telephones, preparing correspondence; To engage residents to determine their needs and to provide information and programming for residents. To survey residents and continue to gather information on the municipal EMO survey. To plan, implement and evaluate activities, or plan future activities for residents. To assist with the planning, implementation, and promotion of Canada Day, Seniors programming, a municipal car show, and ParticipACTION recreation events. To assist with the community garden, and possibly be involved in the supervision at the community park. Promotion of events: To grow the municipal social media presence and brand. Promote the fall municipal election. To assist the CAO, as required -shopping, changing signs, researching purchases, applying for grants, bank deposits. The duties are varied -and the opportunity exists to learn a variety of tasks and improve skill sets. For many students, this position would provide a variety of activities and experiences that would build upon educational courses -marketing, organization, accounting, English(newsletter), and education, and includes dealing with the public. *May include some evening and weekend work.*
- 2. Community Park Coordinator\*** – Wage \$18/hr plus vacation pay.  
Inventory and assess the assets at the Community Park; light maintenance; safety checks, updating the park's procedural manual; schedule staff; organize and coordinate events and park users, including a drop-in day program; updating social media and the website; supervise children; plant and maintain the municipal portion of the community garden at the park. Purchasing park and Canada Day supplies. Assist with the planning, promotion, implementation, and evaluation of community events, including the ParticipACTION Community Challenge Activities, Canada Day, seniors events and other municipal activities. *Includes some evening and weekend work*
- 3. Park Summer Student \*\* or \*\*\*** – Wage - \$17.50/hour plus vacation pay.

Assist with the development, promotion, and delivery of a community recreation program for residents and park users. Assist with organizing & implementing special events (Canada Day, Christmas in July, fall celebration, etc.) and summer programming at the Miltonvale Community Park. Supervise the park, shelter, and the safety of children at the park. Assist with the organization and promotion of seniors activities and other municipal events. Other duties may include data entry, communications, updating social media, promoting the park and its facilities, purchasing program supplies, light maintenance and cleaning, and garden duties. Involves weekend and evening work.

4. **Groundskeeper/Gardener\* – Wage \$17.5-\$18/hour plus vacation pay** -The municipality has created a community garden and a new park. The groundskeeper could assist with the establishment of these places, planting at the garden, help promote, weed, plant and maintain flower beds, cut grass, create and install signage, paint, help to create policies for their use, and be the municipal contact for garden users. This student could also plan, implement, and promote municipal events -ParticipACTION activities, disk golf, garden workshops and speakers, seniors activities, Canada Day, light maintenance at the park, the cars how, and maintain and update the community's signboards. This position would also have the flexibility to do other activities, and plan events or share information that would be of interest to residents.

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**MILTON COMMUNITY HALL** - Apply to [miltoncommunityhall@gmail.com](mailto:miltoncommunityhall@gmail.com) with a resume and cover letter.

5. **\*Milton Community Hall Summer Manager** – Wage \$18/hour plus vacation pay

Duties include: Become familiar with hall policies and procedures. Schedule working hours and provide some supervision to the hall summer student (under the oversight of the hall secretary who works onsite). Update social media, the website, and community signs. Consult with the Board, residents, Mental Well-Being Grant Coordinator, and hall users to help, develop and carry out programming that will meet community needs. Light maintenance-cleaning and painting, planting, watering flowers, grass cutting, setting up for events, gardening in the community garden. Shopping for supplies. Promotion of the hall. Assist with the preparation of funding applications and reports. Formalizing policies and procedures, such as a maintenance schedule, and a volunteer recruitment and retention plan. Compilation of recipes and menus for possible catering. Inventory and organize hall equipment. Booking and coordination of hall events and programs. Data entry for accounting. Assist with community events, including Canada Day, yard sales, a bake sale, lessons, musical events, meetings, and catering. This position is ideal for anyone interested in event management or in opening their own business, as there is a

wide variety of duties, as well as room for students to plan events which are of interest to them. May include weekend and evening work

**Education and Experience** - Sociology/business/education/tourism and hospitality management; computer skills, excellent communication skills; first aid, initiative and independence, people skills

**6. Milton Hall Student -2026\*\* or \*\*\* -Wage \$17.50/ hour + vacation pay**

**Activities** -Assisting with the booking, organization, promotion, set up, implementation, and clean up for hall events and rentals, such as card parties, yard sales, coffee club, meals, Canada Day, etc. Become familiar with hall policies and procedures. Update Social Media and website. In consultation with the board, residents and hall users develop and carry out programming that will meet community needs. Assist with activities for the Milton MVP Project (funded by the PEI Alliance for Mental Well-Being) and other community events. Light maintenance - cleaning and painting, gardening in the community garden, watering flowers, grass cutting. Shopping. Promotion of hall. Formalizing policies and procedures. Inventory and organize hall equipment. The student will help to organize recipes and information for catering, and may do baking and dishwashing. If the student has an interest in carpentry, under the supervision of several of the board members, a wardrobe closet could be constructed. The student will regularly update the website and the Milton Community Hall social media accounts. The student will take a WHMIS course and ensure the hall fulfills the WHMIS requirements. The student may take a responsible beverage course or first aid course, if required.

*\*\*Hopefully funded through the Jobs For Youth or Canada Summer Jobs Program.*

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**ASSOCIATION FOR RURAL COMMUNITY HALLS of PEI (ARCH -PEI)** -Apply with a resume and cover letter to [peihalls@gmail.com](mailto:peihalls@gmail.com)

**ARCH OUTREACH COORDINATOR** - The student will be a support person for rural halls on PEI. The worker will be responsible for contacting all the Island Halls and updating contact information. The student will survey halls to determine priorities for further training and share information regarding best practices regarding event organizing, promotion, working with volunteers, fundraising, and other information useful to non-profit rural community halls, such as kitchen and liquor license regulations, meetings, event organization and promotion. The student will assist halls in the promotion of their halls and events, and will gather information for, and to share with, the halls. The student will update the website, and revise a "How To" manual for halls to use the website features. The student will organize the association's annual meeting, and arrange guest speakers and facilitate information-sharing. If requested by member halls, the student can also assist with

hall events. The student can also continue working on a history of rural PEI halls. The student will prepare and circulate newsletters, service the members, prepare income statements, and help to organize membership data and promote the rural halls. There is a lot of room in the position for a student to learn how to promote and administer a non-profit organization, and provide service to members

\*. \*\*, or \*\*\* Could be funded by any of the positions. Likely 37.5 hours/weekly and \$17.50 + vacation pay/hr.

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## ARE YOU ELIGIBLE??

**\*Post Secondary Student Program** - Supports full-time **post-secondary students** working a minimum of 12 to a maximum of 18 weeks during the summer. Students must be entering or returning to full-time post-secondary studies in the Fall.

**\*\*Jobs For Youth** - This program supports students aged 15-29 working 8-12 weeks during summer and students must be returning to school in the Fall.

**\*\*\*Canada Summer Jobs** - To be eligible, youth must:

- be between 15 and 30 years of age **at the beginning** of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment **and**
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Note:** International students are **not** eligible participants for Canada Summer Jobs Funding. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.