

# Summer Student Office Clerk/ Maintenance Labourer

The District of Katepwa is seeking ambitious and self-motivated students for our summer office clerk/maintenance position!

**Position:** May 4 to August 21, 2026

**Hours of Work:** Up to 40 hours per week, Monday to Friday. Hours will vary depending on assigned duties and will generally be scheduled between **7:00 am and 3:30 pm** or **8:00 am and 3:30 pm**

**Wage:** Maximum \$20.00 per hour

**Positions Available:** 1

**Clerk Duties:** Assist in general office duties such as answering phones, electronic and paper filing, receipting payments, preparing summer and fall newsletters, photocopying, maintaining the District website and Facebook page, greeting clients in the office and other duties as assigned.

**Maintenance Duties:** Waste collection, grass cutting, heavy lifting involved for various duties (50 lbs), weed and tree trimming, and other duties as assigned.

**Applicant:** Familiarity with technology and various computer platforms (Microsoft Office, Canva, Mailchimp). Attention to detail. Friendly, reliable and open communication. Ability to work individually and collaboratively. Valid driver's license.

**Applications will be accepted:** Until Friday, April 9, 2026, at 3:30 pm and must include education, training, work experience, and 2 work references.

**Please submit resume to:**  
District of Katepwa  
Box 250 Lebret SK S0G 2Y0  
Or email: [office@katepwabeach.ca](mailto:office@katepwabeach.ca)