



We at the Municipality of Jasper are united in our core values:
Accountability – Communication – Empathy – Professionalism – Respect – Teamwork

Outreach Program Support Worker

Full Time Term

Department:	Community Development
Compensation:	\$26.50 - \$28.70
Hours of work:	7.5 hrs per day/37.5 hrs per week
Days of work:	TBD. May include weekends and holidays.
Audience for posting:	Internal/External
Job Posting #:	25.041
Deadline to apply:	Open until filled

ABOUT THE POSITION

The Outreach Program Support Worker provides hands-on support for the delivery of community programs facilitated by Community Outreach Services (COS). This role contributes to the smooth implementation of inclusive and accessible programs that respond to community needs. Working closely with the Outreach Program Coordinator and other CD team members, this position assists with program logistics, safety, promotion, and engagement. It is designed as an entry-level opportunity for individuals interested in gaining experience in the community and human services field.

This position will begin immediately with an expected end date of March 31, 2026

WORK PERFORMED

- Assist in the setup, delivery, and wrap-up of outreach programs and events.
- Help maintain safe, inclusive, and welcoming program environments.
- Monitor participant safety and respond to immediate needs during programming.
- Maintain supplies, materials, and program spaces in a clean, organized condition.
- Support program registration, scheduling, and coordination of venues and materials.
- Record participation data and assist with basic reporting and feedback collection.
- Communicate regularly with the Outreach Program Coordinator regarding program needs, issues, or updates.
- Help prepare attendance lists, consent forms, and supplies as needed.
- Assist with program promotion, including flyer distribution, bulletin boards, and outreach to participants.
- Provide friendly and respectful front-line service to clients, families, and community members.

- Contribute to social media or digital communications as directed.
- Represent COS positively and professionally at community events and during public interactions.
- Participate in COS staff meetings, training sessions, and planning activities.
- Provide feedback on programs and contribute to continuous improvement discussions.
- Support team efforts with flexibility and initiative when responding to changing needs.
- Follow all municipal policies, procedures, and safety protocols.
- Handle information with discretion and maintain confidentiality.
- Perform other duties as assigned by the Outreach Program Coordinator or COS Manager.

QUALIFICATIONS & EXPERIENCE

Your resume and cover letter must clearly describe how you meet the following qualifications:

- Valid First Aid/CPR certification.
- Minimum high school diploma; post-secondary coursework in human services, education, or a related field is an asset.
- Familiarity with Microsoft Office and basic administrative tasks.
- Experience working with children, youth, or vulnerable populations is considered an asset.
- Ability to manage confidential information with discretion.

HOW TO APPLY

Submit a resume and cover letter in PDF format outlining your qualifications, experience and any relevant documentation to Human Resources:
humanresources@jasper-alberta.ca

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join the Municipality of Jasper. We support a diverse workforce and offer competitive wages and benefits. Together we make Jasper a great place to make a living, a great place to make a life.

We recognize the value that comes from different viewpoints, unique experiences and diverse perspectives of our employees, who bring fresh new ideas to our organization.