



## **2023 Green Team Job Description and Responsibilities**

The Urban Green Team works under the immediate supervision of the St. Norbert BIZ Administrator.

These summer positions are made available through the Province of Manitoba Green Team Program, and are directed towards providing employment to youth in our communities. Employment is from mid-May through September. For youth in school, the May, June and September hours can be adjusted to part-time to suit your school schedule.

One position is a **Leadership position**, which includes planning and directing activities of the Green Team, under the direction of the St. Norbert BIZ Administrator.

To apply you must:

- Be between 16 and 29 years old at the start of the work period
- Hold a valid Full Stage 5 Class drivers' license, and have your Social Insurance Number
- Be willing to work outdoors, even in poor weather conditions
- Be available to work some Saturdays through the course of employment
- Be comfortable working in a public setting (some hours will be spent supporting activities at the St. Norbert Farmers' Market and at special events in St. Norbert)

Responsibilities:

Community Beautification and Grounds Maintenance

- St. Norbert Seating Nodes: Plant and maintain flowers and flowerpots, pick up litter and garbage, weed seating node areas and plantings; cut grass; water plants; trim trees and shrubs;
- Pick up litter on Pembina strip, splash pad, community centre and farmer's market area seating nodes
- Remove outdated posters/flyers from public areas
- Provide window washing to St. Norbert businesses on Pembina Hwy.
- Spread woodchips/gravel where needed
- Paint benches/picnic tables for school and community centre
- Assist the community centre and school in maintenance of soccer, baseball diamonds and school playground

Recycling:

- Collect recyclables throughout strip
- Sort/bale materials

**Graffiti Removal:**

- Coordinating/removal of graffiti

**Trail Enhancement:**

- Clear debris, litter and recyclables from all walking trails within St. Norbert
- Maintain signage: remove outdated items and wash permanent fixtures

**Farmers Market:**

- Support the work at the market under the direction of the market management
- Assist on special event days (Canada Day, etc)
- Plan and provide family activities at the market on market days

**Administrative:**

- Participate in SAFE WORK procedures
- Provide and prepare content for St. Norbert BIZ website (including photos, articles etc)
- Liaison with BIZ members to promote Green Team and the BIZ Board
- Create and distribute an Introductory pamphlet for BIZ businesses
- All other duties as assigned.

**Leadership Position: in addition to duties listed above:**

- Ensure that safe work practises are being followed
- Delegate/decide on the priorities for the day/week etc.
- Ensure that each employee signs in and checks out with BIZ Administrator or delegated member
- Liaison with BIZ Administrator or delegated member on ORV maintenance, apparel requirements and the purchase of materials for any project approved by the Board

Hiring is approved based on funding approval through the Manitoba Green Team Program.

**To apply: Send a cover letter email with attached resume to Marilyn at  
bizsaintnorbert@gmail.com**