

# Employment Opportunity

# Household Warden [TWSP eligible]

The P. R. Community & Student Association invites applications to fill numerous vacancies in the position of House Warden, available at Sadleir House in Peterborough, Ontario. Sadleir House is an independent, non-profit educational facility owned by the students of Trent University and shared with the community as a whole.

The successful candidate will be eligible for Trent Work Study Program (TWSP) funding and be responsible for assistance with the general operations of Sadleir House under the direction of the Steward and Convenor. The Household Wardens aid with general room setup for events, lock-up and unlocking procedures, customer service, programme delivery (including library, art gallery, music, and film events) and form an essential part of the Sadleir House team.

Household Wardens are assigned areas of responsibility based upon the skills and interests of the applicant and particular focus may occur in any of event planning, office management, library operations, website maintenance, gallery administration, or more. Applicants should endeavour to indicate in which area their interest lies as part of their application and may feel free to propose new programme offerings, however general applications will still be considered. All Sadleir House staff are expected to aid with day-to-day operations of the facility, including occasional cleaning.

#### **Eligibility & Qualifications**

Must be TWSP Eligible;  
SmartServe training an asset but will otherwise be provided;  
Enthusiasm in fostering community activity.

#### **Term & Compensation**

September 2017 - April 2018  
\$11.80/hr based on a 5 hour work week

#### **Method of Application**

Quoting job number ye18-twsp, please submit a resume, cover letter,  
and the names of at least two reference to:  
Hiring Committee, 751 George St. N., Peterborough, Ontario, K9H 3T2  
(info@prcsa.ca)

If submitting electronically, please use PDF format (single file)

**Deadline for applications: 20 September 2017, 12pm**

*We appreciate all applications, but only those successful in securing an interview will be contacted.*

