



## SUMMER LANDSCAPER - SEASONAL

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### Company Overview

The Seton Homeowners Association (Seton HOA) is a not-for-profit organization dedicated to managing, maintaining, and operating community amenities. The Seton HOA oversees a state-of-the-art, 14,000-square-foot facility located on a six-acre site, designed to be a vibrant hub where residents can connect, play, and explore. The facility, known as The Block, features versatile multi-use rooms suitable for activities such as meetings, parties, events, and fitness classes, as well as enhanced gathering spaces and a mini gymnasium. The surrounding six-acre park offers a variety of outdoor amenities, including a splash park, casual skating area, fire pit, hockey rink, basketball hoops, tennis/pickleball courts, a playground, picnic shelters, an amphitheater, and additional gathering spaces. This thoughtfully designed space will provide countless opportunities for residents to come together and enjoy their community.

The Seton HOA fosters a unique environment characterized by a dedicated and highly skilled workforce, grounded in mutual respect. Every employee contributes essential and measurable skills that help achieve the organization's strategic goals. Prioritizing safety, employees are committed to consistently meeting and surpassing quality standards in all their activities to exceed the expectations of Seton HOA's customers.

### Position Summary

The Summer Landscaper Employee is a hands-on position that reports directly to the Facilities & Amenities Manager. This role is responsible for landscaping of the Block facility, park, and amenities of the SHOA. This is a part-time seasonal position. **Successful candidates must be available to work during the day. Weekend and evening work will also be required from time to time to assist with special events, and to conduct team meetings.**

### Responsibilities:

- Assist with all responsibilities in maintaining the SHOA facility, grounds and specific equipment.
- Maintain summer landscaping: weeding, planting and litter picking
- Operate equipment including but not limited to: mowers, trimmers, backpack blowers
- Equipment preventative maintenance;
- Ensure safe working procedures and conditions exist at all times;
- Adhere to all SHOA regulations, guidelines, policies and procedures;
- Monitor and enforce when necessary, the housekeeping and safety standards being maintained;
- Conduct self in an appropriate manner while carrying out duties while representing the company
- Be an effective public relations person for SHOA and communicate effectively and courteously with staff, residents, and public;
- Other duties as required

## Qualifications:

- Available May to end of August, full time
- Good physical condition which will involve lifting, prolonged bending, crouching, kneeling and on occasion climbing – ability to lift 60lbs
- Valid Alberta Driver's License is an asset
- Ability to work in a sometimes hot/wet environment
- Ability to work independently and unsupervised as well as with a team
- Excellent organizational and time management skills
- Must enjoy working in a fast paced, challenging and changing work environment
- Current Emergency First Aid with CPR Certificate
- Successful completion of a Calgary Police Information Check

## To Apply

Interested applicants are asked to submit a resume and cover letter detailing relevant experience, qualifications, and hourly wage expectations to the Facilities and Amenities Manager by emailing: [resumes@setonhoa.ca](mailto:resumes@setonhoa.ca) by March 20, 2025. The successful candidate will be required to provide a clear background check prior to the first day of employment. Only those applicants who are being considered for an interview will be contacted.