



Seasonal Office Volunteer Coordinator

Main Responsibilities & Duties:

- Full time position with some required overtime during events, such as, the Strathmore Stampede & Cowboy Town Concert.
- Assist to retain and organize volunteer applications for all events.
- Communicate to every volunteer when application is received.
- Communicate with Committee Heads to ensure they are receiving volunteers and scheduling them.
- Support several volunteer committees leading up to & during their events during the Strathmore Stampede.
- Assist in organizing Volunteer Dinner.

Other Essential Responsibilities & Duties:

- Administrative and event planning support for Cowboy Town Concert, Strathmore Stampede & other events.
- Support other general activities of the Ag Society.
- Assist with all ticket sales & phone calls.
- Provide excellent customer service to our guests.
- Work independently and as a member of a team.
- Assist with duties outdoors on the general grounds.
- Other duties as assigned.

Qualifications:

- Post-secondary student/high school student preferred, but not required.
- Strong computer and organization skills.
- Ability to handle pressure situations, and above all, integrity and character are required.
- Resourceful, motivated & energetic.
- Ability to work both indoors & outdoors at times.
- Own a vehicle preferred, but not required.

This position reports primarily to the Events Manager & Events Coordinator

**Deadline to apply is March 25th, 2024. Please submit resume & cover letter via email: info@strathmorestampede.com or at the office in a sealed envelope:
122 Brent Blvd, Strathmore, AB**



Seasonal Office Assistant Position

Main Responsibilities & Duties:

- Full time position with some required overtime during events, such as, the Strathmore Stampede & Cowboy Town Concert.
- Administrative and event planning support for Cowboy Town Concert, Strathmore Stampede & other events.
- Assist with ticket sales to the Strathmore Stampede & other events.
- Answer phone calls and emails.
- Handle camping for the Strathmore Stampede - booking, packages, etc.
- Support general activities of the Ag Society.
- Provide excellent customer service to our guests.
- Assist with duties outdoors on the general grounds.
- Work independently and as a member of a team.
- Other duties as assigned.

Qualifications:

- Post-secondary student/high school student preferred, but not required.
- Strong computer and organization skills.
- Ability to handle pressure situations, and above all, integrity and character are required.
- Resourceful, motivated & energetic.
- Ability to work both indoors & outdoors at times.
- Own a vehicle preferred, but not required.

This position reports primarily to the Events Manager & Events Coordinator

**Deadline to apply is March 25th, 2024. Please submit resume & cover letter via email: info@strathmorestampede.com or at the office in a sealed envelope:
122 Brent Blvd, Strathmore, AB**



Seasonal Buildings & Grounds Position

Main Responsibilities & Duties:

- General grounds maintenance including but not limited to, mowing lawns, weed whacking & general clean up.
- Set up & tear down for multiple events.
- General building maintenance & clean up as required.
- Baseball Diamonds set up & clean up.
- Campground clean up & maintenance.
- Assist in maintenance with other duties as required.
- Work independently & with others.
- Interactions with employees, management & the public at large.

Working Conditions:

- Flexible hours, including evenings, weekends, holidays & over time hours during the Strathmore Stampede.
- Ability to work outdoors in all types of weather.
- Physically demanding tasks, standing and moving for long periods of time. Must be able to lift 50lbs.

Qualifications:

- Post-Secondary Student/High School Student preferred, but not required.
- Ability to contribute positively as part of a team, helping out with various tasks.
- Basic general repair skills are considered an asset.
- Willingness to learn how to operate other small equipment.
- Drivers license preferred, but not required.
- Ability to drive golf carts, gators & other equipment in a safe manner.

This position reports primarily to the Grounds Lead Hand

**Deadline to apply is March 25th, 2024. Please submit resume & cover letter via email: info@strathmorestampede.com or at the office in a sealed envelope:
122 Brent Blvd, Strathmore, AB**



Seasonal Ball Diamond Cook/ & Assistants

Main Responsibilities & Duties:

- Provide tremendous customer service and great food.
- Prepare and serve food.
- Maintain a high-quality food menu and deliver quick service.
- Operate & maintain equipment properly and safely.
- Order, stock & rotate product, as well as, complete a nightly inventory.
- Initiate & complete transactions quickly & accurately. Everything needs to be balanced at the end of shift.
- Assist in maintenance and other duties as required.
- Work independently & with others.
- Interactions with employees, management & the public at large.

Working Conditions:

- Flexible hours, mostly evenings, weekends, & holidays.
- Ability to work outdoors in all types of weather.
- Physically demanding tasks, standing and moving for long periods of time. Must be able to lift 25lbs.

Qualifications:

- Passionate about food and cooking with a willingness to learn.
- Versed in food safety to ensure the highest standards are executed.
- Experienced in completing inventory checks for food & drink items.
- Ability to contribute positively as part of a team, helping out with various tasks.
- Must be at least 18 years of age as this is a licensed establishment.

This position reports primarily to the Administrative Assistant & CEO

**Deadline to apply is March 15th, 2024. Please submit resume & cover letter via email: info@strathmorestampede.com or at the office in a sealed envelope:
122 Brent Blvd, Strathmore, AB**