

# Medicine Hat Catholic Board of Education



## Competition #422 Casual Equipment Storage Supervisor 0.50 FTE 3.50 hours/day, 17.50 hours/week (7:15-8:30 and 14:30-16:45 weekdays) at Notre Dame Academy

Start Date: October 12, 2021

End Date: December 21, 2021, with possible extension

Closing Date for Applications: October 6, 2021 at 16:00 hours

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Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2700 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

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Notre Dame Academy has a student population of approximately 430 students  
(Grades 6-9 regular programming and sports academy)

**Description:** The ideal candidate should possess a combination of education and experience that would serve to enhance the school, staff and students at Notre Dame Academy.

**The successful candidate must:**

- Supervise equipment drop off and pick up by staff, students and/or parents
- Monitor/maintain the storage area
- Be self-directed, independent and highly motivated with the ability to work under minimal supervision
- Have strong interpersonal and communication skills

**Qualifications and Skills:**

- High school diploma preferred
- Competent in the use of Technology (Google e-mail and internet navigation) preferred

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

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**For more information, or to request a job description, please contact: Mr. Lon Bosch, Vice Principal at (403) 527-5118 extension 1604.**

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to [resumes@mhcbce.ab.ca](mailto:resumes@mhcbce.ab.ca). Please reference the Competition # on the cover letter. A [Criminal Records Check](#) and [Alberta Child Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)  
Great Schools – Fantastic Staff – Exceptional Student Programming

**We thank all those that apply. Only those selected for an interview will be contacted.**