

Job Offer

Apparitor

Villa Maria is a private co-ed school providing secondary education in English and French to more than 1600 students in a unique bilingual environment.

In a constantly changing world, our school advocates personalized support in a stimulating setting. Students of both languages of instruction get to experience a bilingual learning environment. By harnessing technology for the service of education, we inspire our students with a pedagogical approach that's innovative, effective and student-centered.

Our mission

We help our students develop and achieve their full potential, preparing them to be citizens of the world with the ability to meet the challenges of tomorrow's labour market.

Opportunity

Be a part of a team who evolves and collaborates in an innovative bilingual working environment where people are central to our concerns and where everyone's efforts come together to create a quality learning environment for our student community. A career at Villa Maria means working at a renowned college that values diversity, inclusion, and self-fulfillment.



You are interested in the challenge?

Send your application to carrieres-careers@villamaria.qc.ca

<https://villamaria.qc.ca/en/careers>



Your role

As a apparitor, your responsibilities will be:

- Prepare spaces for activities and events;
- Welcome tenants and explain how facilities operate (lighting, windows, etc.);
- Monitor premises during activities;
- Clean up and restore spaces after activities; report any damages;
- Enforce safety rules and regulations;
- Collect and manage lost and found items;
- Perform filing, data entry, and archiving tasks;
- Move and set up furniture as required;
- Set up reception rooms (chairs, tables, etc.);
- Direct vehicles in outdoor parking areas;
- Report to supervisor as required;
- Conduct security rounds when needed and report findings to the immediate supervisor;
- Perform any other related duties aligned with the position, as assigned by the immediate supervisor.

The colleague we are looking for has:

- High school diploma;
- Good physical condition, with the ability to occasionally lift heavy loads and stand or walk for extended periods;
- Customer service experience (an asset);
- Strong judgment, sense of responsibility, and reliability;
- Good command of spoken and written French and English.

Work Schedule: From June 15 to August 15, 2026. Availability required between 6:00 a.m. and 7:00 p.m., weekdays and weekends. During the academic year, on-call based on the College's needs.



WHY CHOOSE TO WORK AT VILLA MARIA?

- Hourly wage of \$24.47 to \$26.10, based on experience (French public sector salary scale);
- Vacation and statutory holidays paid out with each pay;
- Participation in the RREGOP pension plan;
- On-site parking available;
- Close proximity to a metro station.

OUR VALUES



Self-respect, respect for others and the environment



Self-confidence and the desire to excel



Determination and intellectual curiosity



Creativity and innovation



Leadership



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VILLA
MARIA