



Croydon Shire Council

POSITIONS VACANT

Traineeships x 3

Croydon Shire Council is seeking **motivated, enthusiastic, and team-oriented individuals** to complete a traineeship. These **full-time, paid positions** combine practical experience with formal training, leading to a **nationally recognised qualification** upon completion.

Available Traineeships

- **Business Administration** – Corporate Services
- **Customer Engagement** – Community, Tourism & Marketing
- **Applicant's Choice Traineeship** – Across All Council Departments

Eligibility

Under the Queensland Government's *First Start* initiative, applicants meeting the eligibility requirements below will be considered favourably:

- Be **15+ years** and **no longer at school**
- Meet **citizenship/residency/visa requirements**

Applicants who do not meet these criteria are still encouraged to apply.

We Encourage Applications From

Young people (15–24), mature-age job seekers (45+), long-term unemployed, Aboriginal and Torres Strait Islander people, migrants and refugees, people with disability, displaced workers, women re-entering the workforce, veterans and ex-service personnel.

How to Apply

Submit:

- **Cover letter & resume**
- **Latest school results or highest qualifications/licences**
- **Previous work experience**
- **Two current referees that are contactable**

Send applications to:

✉ admin@croydon.qld.gov.au

📍 Croydon Shire Council, PO Box 17, Croydon QLD 4871

Enquiries: Human Resources - ☎ (07) 4748 7100 ✉ hr@croydon.qld.gov.au

Closing date: 5:00 pm, Wednesday 7 January 2026

This traineeship is proudly funded by the Queensland Government through its First Start program under the Skilling Queenslanders for Work initiative.

Jacqui Cresswell

Chief Executive Officer

2 December 2025