



2023 Summer Student Employment Opportunities

The Corporation of the United Townships of Head, Clara & Maria is currently accepting applications for the following summer student positions:

Public Works Labourer

The summer student will be responsible in assisting the Public Works Department. The summer student will complete grounds keeping and maintenance duties, alongside the Public Works Leader and/or Waste Disposal Attendant. Specific tasks that the summer student will be responsible for include: cutting the grass at municipal parks, boat launches and facilities; brushing road ditches; painting; keeping waste clean and organized; emptying waste and recycling bins at municipal parks and facilities; completing data entry and record keeping of municipal assets; assisting the Public Works and Landfill Attendant in cleaning and maintaining the landfill sites.

Office Assistant

The summer student will work alongside the Administrative Assistant and Clerk- Treasurer and will be responsible for:

answering the telephone and directing questions and concerns of the public, data entry, filing paperwork, scanning and digitally filing documents, shredding paperwork, general office organization and cleaning and will assist with running the recreation equipment lending centre.

The applicant(s) for both positions must be:

1. between 15 and 30 years of age (inclusive) at the start of employment;
2. A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and;
3. Legally entitled to work according to the relevant Ontario legislation and regulations.

Wages: \$15.50/hour

Hours/Week: 35

Position Duration: 8 weeks, starting July 4, 2023

Application Closing Date: May 26, 2023 at 4:00 p.m.

To apply please send your cover letter and resume to clerk@headclaramaria.ca.

Only applicants that have been selected for an interview will be contacted.