

SUMMER EMPLOYMENT OPPORTUNITIES: (CLOSING DATE, FEBRUARY 25th, 2019)

The Township of Havelock-Belmont-Methuen is seeking qualified, responsible, motivated and team-oriented individuals for the below summer student/youth positions for the 2019 season;

Administrative Assistant Summer Youth- subject to funding approval. Monday to Friday, 40 hours per week from June to August.

Library Assistant Summer Youth - Tuesday to Saturday, 30 hours per week from June to August. The successful candidate will be required to submit a satisfactory Police Record Check prior to the commencement of employment.

Parks & Recreation Labourer Summer Students (2 positions) - Monday to Friday, 40 hours per week with some overtime evening/weekend work from May to August. The successful candidates will be required to submit a satisfactory Police Record Check prior to the commencement of employment.

Public Works Labourer Summer Youth - Monday to Friday, 40 hours per week from May to August.

Waste Site Assistant Summer Student - Friday to Tuesday, 40 hours per week with the requirement to work weekends and statutory holidays from May to August.

A summer student is defined as a person between the ages of 15 to 30 years old, registered as a full-time student in the current academic year (2018/2019), and intends to return full-time in the next academic year (2019/2020). A summer youth is defined as a person between the ages of 15 to 30 years old. Related post-secondary education is preferred for all positions.

All students must be able to work the months and schedules specified. A valid, clean Ontario Class G Drivers' license is required for the Library Assistant, Parks & Recreation Labourer and Public Works Labourer positions (please submit a 3-year uncertified drivers record with application). All positions will be paid at the minimum wage rate of \$14.00 per hour.

Complete job descriptions can be found on the Townships website at www.hbmtwp.ca. We thank all applicants for their interest, however only those selected for an interview will be contacted. Please apply to each position individually if applying for more than one position.

A detailed cover letter and resume, clearly marked with the summer student position you are applying for must be submitted by **2:00 p.m. on Monday February 25th, 2019** to;

Amber Atkinson, Corporate Services Analyst
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa St East
Havelock, ON K0L 1Z0
Email: aatkinson@hbmtwp.ca



Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only to evaluate the suitability of applicants for employment.