



Summer Employment Opportunities:

Township of Havelock-Belmont-Methuen

Closing Date: March 6, 2026

The Township of Havelock-Belmont-Methuen is seeking qualified, responsible, motivated, and team-oriented individuals for the following summer employment positions, for the 2026 season, subject to funding approval, start date is flexible based upon availability.

Waste Site Assistant Summer Position (\$18.50 / Hour)

Friday to Tuesday, 40 hours per week with the requirement to work weekends and statutory holidays. (1 position)

Building Administrative Assistant Summer Position (\$18.50 / Hour)

Monday to Friday, 40 hours per week with some evening/weekend work. (1 position)

Parks, Recreation and Facilities Labourer Summer Position (\$18.50 / Hour)

Monday to Friday, 40 hours per week with some evening/weekend work. (3 positions)

Administrative Assistant Summer Position (\$18.50 / Hour)

Monday to Friday, 40 hours per week. (1 positions)

All applicants must be able to work the schedules specified in the job description. Applicants are required to be between the ages of 15 to 30 years old. Related post-secondary education is preferred for all positions.

A valid, clean Ontario Class G2 or G Drivers' license is required for the Parks & Recreation Labourer, Building Administrative Assistant and Public Works Labourer positions.

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 **4:00 p.m. on March 6, 2025** to:

Kayla Spooner
Deputy Treasurer
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa St East
Havelock, ON K0L 1Z0
Email: kspooner@hbmtwp.ca

The Township of Havelock-Belmont-Methuen welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection 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.