



THE CORPORATION OF THE TOWNSHIP OF TAY

Summer Student Employment Opportunities

The Township of Tay will be accepting applications for the following summer student employment positions until **4:00 p.m. on Friday, February 8, 2019.**

- ❖ **Roads/Parks Maintenance Students:**
 - General roads and parks maintenance functions. Experience with road construction or parks maintenance would be an asset.
- ❖ **Public Works Engineering Student (4 month co-op):**
 - Applicants should be enrolled in college or university program related to civil/municipal engineering. Knowledge of AutoCAD, GIS, road construction as well as municipal infrastructure and services would be an asset.
- ❖ **Planning Student:**
 - The Planning Student will provide a variety of technical assistance for the Planning & Development Department, in the process of applications under the Planning Act and Ontario Building Code. Applicants should be enrolled in a university program with a specialization in Planning or related field.
- ❖ **Building/Administration Student:**
 - The Building/Administration Student will provide support to the Planning & Building Department during the construction season acting as reception, receiving and processing building permits. In addition, this position will provide coverage for other departments as required.
- ❖ **Treasury Student:**
 - The Treasury Student will work on a variety of accounting-related functions as well as assist with special projects. Experience in cash handling, advanced knowledge of Excel and word processing would be an asset. Preference will be given to applicants in the accounting field.
- ❖ **Summer Program Coordinator:**
 - Applicants should be enrolled in college or university program related to recreation or early childhood education. Previous experience working with children in a day camp or childcare setting is required. Supervisory experience in a day camp setting would be an asset. Certification in 1st Aid and CPR Training or HIGH FIVE would be considered an asset. Vulnerable sector screening/police background check required.
- ❖ **Day Camp Counsellors (late June through August):**
 - Applicants should be enrolled in Recreation, Early Childhood Education or similar program. Must be able to lead and instruct groups of children in a variety of activities. Certification in 1st Aid and CPR Training or HIGH FIVE would be considered an asset. Vulnerable sector screening check required.
- ❖ **Library Summer Clerk (3 months):**
 - Assist library staff with the development, delivery and marketing of the TD Summer Reading Program for children and provide clerical assistance. Working knowledge of Microsoft Office products is required. Vulnerable sector screening check required.

For a detailed description of these jobs with job requirements, please check the employment opportunities section of the Township's website www.tay.ca.

Applicants should submit a detailed resume for each position being applied for containing education, past employment, and any experience relating to the positions. The employment period will run from May through August unless otherwise stated. Each application should be addressed to the undersigned, in a sealed envelope or by e-mail marked confidential, identifying the position being applied for.

We thank all applicants; however, only those selected for an interview will be contacted.

Vera Finlay, Senior Executive Assistant
Township of Tay
450 Park Street, P.O. Box 100
Victoria Harbour, Ontario L0K 2A0
email: hr@tay.ca

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act, will only be used for candidate selection. The Township of Tay is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Tay if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.