



Spring & Summer 2018 Employment Opportunities

The Township of North Dundas is currently seeking candidates to fill spring and summer part-time positions. For a full list of positions and related details, please see below.

If you would like to apply for one or more of these positions, please fax, mail, email or deliver your confidential resume and cover letter to:

The Corporation of the Township of North Dundas
Township of North Dundas
636 St. Lawrence St., P.O. Box 489
Winchester, ON. K0C 2K0
Fax: 613-774-5699
jobs@northdundas.com

Application Deadline: 4:30 pm on Monday, February 12th, 2018

Please specify the reference number of the position you are applying for. For those who wish to apply for multiple positions, please submit one resume for each position and clearly indicate on the envelope which position is your first choice.

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

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

MAINTENANCE/PARKS LABOURER (6)

Responsible for assisting full-time Facility Operators with the operation and maintenance of municipal facilities. Duties include lawn raking and mowing, trimming, general janitorial & landscaping duties, communication with the public, and other duties as assigned. Previous experience with maintenance equipment and general landscaping, are considered assets. A valid G2 class drivers licence is required.

TERM: April 30/18 – Oct. 26/18

PAY: \$14.00/hr.

REFERENCE # 0818-A

TERM: June 27/18 – Sept. 2/18

PAY: \$14.00/hr.

REFERENCE # 0818-B

TERM: May 22/18 – Aug. 31/18

PAY: \$14.00/hr.

REFERENCE # 0818-C

OUTDOOR POOL COORDINATOR (1)

Responsible for overseeing the programming and operations of our two municipal pools. Duties include processing registrations, organizing & overseeing swimming lessons, aiding with functions of the swim teams, supervision of pool staff, implementation and supervision of all programs and public swims, general finances, general maintenance and operation of the 2 pools, communication with parents and facility staff, and other duties that may be assigned. Previous experience in a supervisory role with pool operations is considered an asset. Proof of valid NLS, WSI and First Aid & CPR level C certification, as well as a valid G2 class drivers licence & access to a personal vehicle, are required. Familiarity with all swim level programs is essential. A criminal background check is required.

TERM: May 22/18 – Sept. 3/18

PAY: \$18.00 to \$18.73/hr.

REFERENCE # 0418

HEAD LIFEGUARDS (2)

Responsible for representing the Pool Coordinator in his/her absence and for overseeing public swims, various swimming lesson programs, and pool staff at either the Chesterville or Winchester pool. Duties include supervision of pool staff, checking inventory, ensuring proper & effective changeover of shifts and programming, reporting back to the Pool Coordinator about events at the pool, aiding with functions of the swim teams, guarding and/or supervision of programs and public swims, assisting with organizing and implementing all children's swimming lessons, assisting with registrations for private swimming lessons, assisting with maintenance of the pool & pool house facilities, communication with parents and facility staff, and other duties as assigned. In the absence of the Pool Coordinator, the Head Lifeguards will aid with bank deposits. Previous experience in a supervisory role with pool operations is considered an asset. Proof of valid NLS, WSI, and First Aid & level C CPR certifications, as well as a valid G2 driver's licence and familiarity with all swim level programs are all essential. A criminal background check is required.

TERM: May 29/18 – Sept. 3/18

PAY: \$17.00 to \$17.69/hr.

REFERENCE # 0518

LIFEGUARDS/SWIM INSTRUCTORS (13)

Responsible for overseeing all public swim sessions and various swimming lesson programs at either the Chesterville or Winchester pool. Duties include guarding public swimming, assisting with organizing and implementing all children's swimming lessons, assisting with registrations for private swimming lessons, assisting with maintenance of the pool & pool house facilities, communication with parents and facility staff, organizing swim teams, and other duties as assigned. Previous experience working in a pool setting is considered an asset. Valid NLS, WSI, and First Aid & CPR certifications, as well as a criminal background check are all required.

TERM: June 2/18 – Sept. 3/18

PAY: \$16.00 to \$16.65/hr.

REFERENCE # 0618

PLEASE NOTE:

For positions that have a listed commencement date after April 30th, opportunities may be available for successful candidates to begin employment as early as April 30th, by fulfilling the duties of the Maintenance/Parks Labourer position, at the corresponding rates.