



# "Summer Student Employment Opportunities"

## Summer Employment – Park Department (Horticulture)

The Township of Uxbridge is seeking responsible, mature individual to fill a position in the Parks Horticultural Department. This is full-time, seasonal employment. The individual will be required to perform a variety of tasks related to gardening and planting, weeding flower beds, tree pruning, wood chipping, plant watering, and garbage removal. Applicants must have a minimum of a valid G2 licence and be willing to provide a clean driver abstract upon request. Tractor experience will be an asset. This position will run from May 1<sup>st</sup> to August 31<sup>st</sup>. The position will provide 40 hours of work per week.

**Individuals interested in applying can drop off an application or mail it to the Uxbridge Arena at 291 Brock St West, P.O. Box L9P 1G1. Please direct resumes to the attention of Bob Ferguson Arena/Parks Manager no later than February 17<sup>th</sup>, 2017.**

The rate of pay will be determined by experience and applicants must be willing to work weekends.

## Summer Employment – Park Department

The Township of Uxbridge is seeking students to fill full-time summer-student employment positions in the Parks Department. Students will be required to perform a variety of tasks related to park maintenance, grass cutting, gardening, painting and garbage removal. Tractor experience and a G2 licence is an asset. Students must be returning to school (high school, university, or college) in the fall of 2017.

**Students interested in applying can drop off an application or mail it to the Uxbridge Arena at 291 Brock St West, P.O. Box L9P 1G1. Please direct resumes to the attention of Bob Ferguson Arena/Parks Manager no later than February 17<sup>th</sup>, 2017.**

The rate of pay will be determined by experience and applicants must be willing to work weekends.

## UXCAMPS SUMMER EMPLOYMENT OPPORTUNITIES!



The Township of Uxbridge Summer Camps is recruiting students for Summer 2017!

- Camp Counsellors (16+ Years) Resume due March 31<sup>st</sup>, 2017
- Assistant Camp Counsellor (15+ Years) Resume due March 31<sup>st</sup>, 2017

For job description visit: [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) under 'Employment Opportunities'

Uxbridge Summer Camp Staff are responsible for the planning and implementation of a safe, enjoyable, and diverse program for children and youth aged 4-15 years. We are looking for responsible, passionate, and dedicated individuals to join our team! If you are looking for a rewarding and memorable summer experience, please send a **detailed cover letter and resume clearly stating the position you are applying for to:**

Recreation Coordinator Rebecca Harman  
Email: [rharman@town.uxbridge.on.ca](mailto:rharman@town.uxbridge.on.ca)  
Phone: 905-852-7831  
Drop off: Uxpool- 1 Parkside Dr- Uxbridge ON- L9P 1K7

## Uxbridge Library – Summer Student Employment

**Position:** Children's Summer Programs Coordinator

**Hours:** 35 hours per week from June 5<sup>th</sup>, 2017 to August 25<sup>th</sup>, 2017

**Job Summary:** To provide exciting, enjoyable, educational programs for school age children through to Young Adults at the Uxbridge Public Library. Coordinate and conduct all children's programming. This includes teaching, creation of activities, creating materials, maintaining all records, a budget, marketing and promotion strategy, and evaluation of the program

**SEE FULL Job Description at Circulation Desk or at [www.uxlib.com](http://www.uxlib.com) for details.** Only students selected for an interview will be contacted.

**Closing Date: March 9<sup>th</sup>, 2017**

**Please forward a Cover Letter/Letter of Interest and a Resume to:**

Alexandra Hartmann  
CEO/Chief Librarian  
Township of Uxbridge Public Library  
9 Toronto Street South, P.O. Box 279  
Uxbridge, Ontario L9P 1P7  
Email: [alexandra.hartmann@uxlib.com](mailto:alexandra.hartmann@uxlib.com)

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## 2017 SUMMER STUDENT POSITION

### Township of Uxbridge Animal Control Assistant/ Kennel Attendant Description:

SUMMER STUDENT The Township of Uxbridge Animal Shelter has a summer job available for a student. This position will be available for a post-secondary student who is able to work on a full-time basis from early May to the end of August 2017. To be eligible for the position you must be currently attending school on a full-time basis and returning to school, on a full-time basis, in the Fall of 2017.

Under the direction of the Manager your responsibilities will include the care, feeding and medical needs of the animals housed at the shelter as well as maintaining proper shelter hygiene and providing administrative and customer support, reception duties, maintain records, filing systems and daily cash transactions. The ability to maintain confidentiality of all information provided and good oral and written communication skills is essential. Knowledge of Uxbridge and Scugog areas would be beneficial. Animal care experience is required and the ability to work as part of a team is a must. This position involves heavy lifting and assisting in the humane capture, handling and restraint of wild and domestic animals, including sick and injured, both in the shelter and assisting on field calls when needed.

- To meet the demands of this position you will require the following:
- Animal care experience – preferably in a commercial/public environment
  - Strong interpersonal skills
  - Experience working with the public
  - Post-secondary Education in a Veterinary Assistant/Veterinary Technician program would be an asset

Students who are available on a full-time basis, for the stated time period and those who possess a valid driver's license, have excellent interpersonal skills including effective oral and written skills are encouraged to apply. The average work week is thirty-five (35) hours at an hourly rate of \$13.15 per hour.

The Township of Uxbridge wishes to thank all applicants and advises that only those chosen for interviews will be contacted.

**Applications must be submitted no later than 4:30PM on Friday, March 10<sup>th</sup>, 2017 and addressed to:**

Uxbridge-Scugog Animal Control Centre, Attention Andre Gratton, Manager of By-law Services, 1360 Reach Street, Port Perry, ON, L9L 1B2, or by email at [agrutton@town.uxbridge.on.ca](mailto:agrutton@town.uxbridge.on.ca)  
Phone 905-985-9547 Fax 905-985-2015

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## Summer Student Employment Opportunity Development Services Department

The Township of Uxbridge is accepting applications for a Summer Student placement within the Development Services Department. An applicant should be currently enrolled in a post-secondary education program and returning to continue their education in September, 2017.

- Position Summary:**
- Assists with File maintenance, including laser fiche scanning & index up-dating
  - Completes various tasks as assigned by the Chief Building Official, Deputy Clerk & other Departments

- Minimum Qualifications:**
- Excellent oral & written skills
  - Superior customer service skills & ability to deal with the public & staff in a courteous & tactful manner
  - Proficient in the use of computers & current related software
  - Self-starter with demonstrated strong time-management and organizational skills
  - Must possess valid Driver's Licence

Applicants should submit a cover letter together with a detailed resume in a sealed envelope clearly identifying the position being applied for and marked "Confidential" to the attention of Michael de Rond, Deputy Clerk Township of Uxbridge  
51 Toronto Street South, P.O. Box 190  
Uxbridge, ON L9P 1T1

Applicants may also submit their cover letter and resume by email to: [mderond@town.uxbridge.on.ca](mailto:mderond@town.uxbridge.on.ca)

**Applications must be submitted no later than 4:30PM on Friday, March 10<sup>th</sup>, 2017**

We thank those who apply. However, only those applicants selected for an interview will be contacted.

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## Treasury Department – Accounting Summer Student Employment

The Township of Uxbridge, Treasury Department are accepting applications for a summer student. Employment will begin on May 1<sup>st</sup>, 2017 until August 31<sup>st</sup>, 2017.

**Duties:** Will include working in Accounts Payable, our Tax Department, waiting on the public and various other accounting duties as required.

**Job Requirements:** Applicants should be currently enrolled in a post-secondary educational institution and returning to continue their education in September. Preference will be given to those studying in related fields.

Please ensure that the position being applied for is clearly marked on the application. Please direct resumes to the attention of:

Gayle Gregor  
Supervisor of Accounting  
P.O. Box 190  
51 Toronto Street  
Uxbridge, ON L9P 1T1  
[ggregor@town.uxbridge.on.ca](mailto:ggregor@town.uxbridge.on.ca)

**Applications will be accepted until March 24<sup>th</sup>, 2017 at 4:30 p.m.**

We thank all applicants that apply, however only those under consideration will be contacted.

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## Treasury Department – Records Summer Student Employment

The Township of Uxbridge, Treasury Department are accepting applications for a summer student. Employment will begin on May 1<sup>st</sup>, 2017 until August 31<sup>st</sup>, 2017.

**Duties:** Will assist with file maintenance, including laser fiche scanning of archived accounting documents. This position will assist with the transition to an electronic filing system for the Treasury Department and complete various tasks as assigned.

**Job Requirements:** Applicants should be currently enrolled in a post-secondary educational institution and returning to continue their education in September. Preference will be given to those studying in related fields.

Please ensure that the position being applied for is clearly marked on the application. Please direct resumes to the attention of:

Gayle Gregor  
Supervisor of Accounting  
P.O. Box 190  
51 Toronto Street  
Uxbridge, ON L9P 1T1  
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## Job Opportunities at UxPool

**Lifeguards and Instructors: Spring Session**  
March 20<sup>th</sup> to June 30<sup>th</sup>  
Must have a minimum of two of the following current qualifications to be considered for positions: NLS, WSI, SFA  
Resumes accepted until February 16<sup>th</sup> at 9:30 pm. Must be available for mandatory inservice training on Friday, February 17<sup>th</sup> from 12:00 to 4:00 pm.

**Lifeguards and Instructors: Summer Session**  
Full time and Part time Positions available for July and August. Must be available to work July 1<sup>st</sup> to September 1<sup>st</sup>.  
Must have current NLS, WSI and SFA to be considered for positions.  
Resumes accepted until March 31<sup>st</sup> at 7:30 p.m. Must be available for mandatory inservice training.

**Fitness Instructor Positions available:**  
Must have up to date qualifications for the type of fitness instructor. Must have current Standard First Aid. Note: Aquafit instructors: Preference given to those with their NLS. Resumes accepted until March 31<sup>st</sup>.

Please mark resume with Session you are applying for.  
Mail your resume to: UxPool, 1 Parkside Dr, Uxbridge, ON, L9P 1K7.  
Attention: Carolyn Clementson Or email to: [cclementson@town.uxbridge.on.ca](mailto:cclementson@town.uxbridge.on.ca)

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