

# A Cup of Coffee... with Barry Parish by Roger Varley



## THE TOWNSHIP OF UXBRIDGE

### SUMMER EMPLOYMENT OPPORTUNITIES

#### CLERK'S DEPARTMENT

The Township of Uxbridge is accepting applications for a Summer Student placement within the Clerk's Department. An applicant should be currently enrolled in a post-secondary education program and returning to continue their education in September, 2013.

##### **Position Summary:**

- Assists with File maintenance, including laser fiche scanning & index up-dating
- Provides main receptionist relief, including mail processing
- Completes various tasks as assigned by the Clerk and Deputy Clerk

##### **Minimum Qualifications:**

- Excellent oral, written and communication 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
- An interest in Public Administration

Interested candidates are invited to submit a cover letter together with a detailed resume outlining experience and detailing how the minimum qualifications are met, identifying the position being applied for and marked "Confidential" to the attention of: pshipway@town.uxbridge.on.ca or the undersigned no later than 4:30 pm, Thursday, March 28th, 2013.

##### **Township of Uxbridge**

**ATTN: Paul Shipway, Deputy Clerk**  
**P.O. Box 190, Uxbridge, ON, L9P 1T1**

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

#### TREASURY DEPARTMENT

We are looking for an accounting student for our Treasury Department to help out in accounts payable and our tax areas from May 1st, 2013 until August 30th, 2013. 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 no later than Thursday, March 28th, 2013.



#### TOURISM ADVISORY COMMITTEE EVENT PROMOTION GRANT

The Tourism Advisory Committee is actively looking to support Events that promote Tourism in our Town. A small grant is available for "New Events" or "Free Not for Profit Events". The main purpose of this grant is to help advertise to a larger audience and successful applicants will demonstrate an understanding of all available "free advertising opportunities". Please email afer-raro@town.uxbridge.on.ca for an application or further details.

## CAMPS, CAMPS, CAMPS!

#### MARCH BREAK CAMP!

Come and join us this March Break for our 1 week and day-by-day programs! We have a variety of Camps for ages 5-13! Swimming everyday included!  
 March 11th-15th

##### • **Jr. Variety Camp!**

- M: Crafty Kids!
- T: Superhero Day!
- W: Daring Detectives Day!
- Th: Jr. Whiz Kids Camp!
- F: Adventure Day!

##### • **Sr. Variety Camp!**

- M: Bowling and Game Day!
- T: Cooking Club!
- W: Bowling and Sr. Whiz!
- Th: Cooking Club!
- F: Bowling and Skating!

##### • **Jr. AND Sr. Sports Camp!** - Variety of gym Sports, PLUS bowling everyday!

##### • **Dance and Cheer Camp!** 1 week program, with Dance/Cheer performance on Friday!

For more detailed program information, please see Page 12 of the NEW 2013 Spring/Summer Uxbridge Community Guide, pick up a flyer at the Uxpool, or visit [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca)

#### UXBRIDGE SUMMER CAMPS!

The Town of Uxbridge Summer Camp flyer is hot off the press! Get your copy at the Uxpool, or see the centre fold of the NEW Spring/Summer Community guide! Registration starts March 2nd. Register before May 31st and receive a FREE Camp T-shirt AND a 5% discount per registration! NEW this year: Skateboard Camp and Soccer Club! "UX CAMP ROCKS!"

Questions?

**Camp Coordinator: Rebecca Harman**  
**[camps@town.uxbridge.on.ca](mailto:camps@town.uxbridge.on.ca)**  
**905-852-7831**

**The Township of Uxbridge is an Equal Opportunity Employer.**

**If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca) or by visiting [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.**