



## Summer Employment Opportunities

### Treasury Department – Accounting Position 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>, 2018 until August 31, 2018.

**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

**Applications will be accepted until  
March 23, 2018 at 4:30p.m.**

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

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act*

### 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>, 2018 until August 31, 2018.

**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:

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### TOWNSHIP OF UXBRIDGE 2018 SUMMER STUDENT POSITION ANIMAL CONTROL ASSISTANT/ KENNEL ATTENDANT

#### Description:

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 2018. 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 2018.

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 \$14.00 per hour.

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

**Resumes will be accepted at: Uxbridge-Scugog Animal Control Centre, Attention Andre Gratton, Manager of By-law Services, 1360 Reach Street, Port Perry, Ontario L9L 1B2, or by email at agratton@town.uxbridge.on.ca before 4:30p.m. on Friday, March 30<sup>th</sup>, 2018.**

Phone: 905-985-9547 Fax: 905-985-2015

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### UXCAMPS SUMMER EMPLOYMENT OPPORTUNITIES!



The Township of Uxbridge Summer Camps is recruiting students for **Summer 2018!**

- Camp Counsellors (16+ Years) Resume due March 31, 2018
- Assistant Camp Counsellor (15+ Years) Resume due March 31, 2018

**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 5-15 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

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Uxpool / Summer Camps..... 905-852-7831  
Arena..... 905-852-3081  
Historical Centre..... 905-852-5854  
Animal Shelter ..... 905-985-9547  
Chamber of Commerce ..... [info@uxcc.ca](mailto:info@uxcc.ca)/[www.uxcc.ca](http://www.uxcc.ca)

### Uxbridge Public Library • 905-852-9747 • [uxlib.com](http://uxlib.com)

HOURS: Mon., Wed., Fri., Sat. 10 am - 5 pm, Tues., Thurs. 10 am - 9 pm

Open Sundays, 1 pm - 5 pm, November through April, Closed Sundays, May through October

Township of Uxbridge documents are available in alternate formats upon request. Please fill out the Request for Alternate Formats Form at [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) or contact the Accessibility Coordinator at 905-852-9181 ext. 209 or at [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca)

### Zephyr Public Library • 905-473-2375

HOURS: Tues., Thurs. 3 pm - 8 pm • Sat. 10 am - 3 pm

Uxbridge BIA  
905-852-9181 ext. 406

