



**The Corporation of the Township of Tiny
Seasonal Positions
Spring/Summer 2018**

The Township of Tiny is accepting applications until 12 noon, Friday, February 9, 2018, from summer students interested in the following positions:

Municipal Law Enforcement Shift Supervisors	Health & Safety/Office Clerk
Municipal Law Enforcement Officers	Office Clerk
Municipal Law Enforcement Administrative Assistant	Planning/Heritage Assistant
Roads and Parks Maintenance, Public Works	Summer Day Camp Counselors
Summer Day Camp Supervisor	Mobile Skate Park Attendants
Summer Day Camp Assistant Supervisors	Recreation Assistant
Waterfront Lifeguard	Aquatics Instructor

These are seasonal positions and a valid class "G" or "G2" driver's license is required except for the positions of Day Camp Counselors and Mobile Skate Park Attendants. A driver's abstract will be required. A valid lifeguard certificate is required for the Program Lifeguard but also an asset for all Summer Day Camp Positions and Mobile Skate Park Attendants. A current CPR/First Aid Certificate is mandatory for all Municipal Law Enforcement positions, Summer Day Camp positions and Mobile Skate Park Attendants. Accounting and office clerical experience is an asset for the position of Office Clerk. Enrollment in a Planning or Heritage Planning post-secondary program is an asset for the position of Planning/Heritage Assistant.

Applicants should submit a detailed resume containing education background, past employment, references and work related skills, experience or training. Preference will be given to students currently enrolled in either Secondary or Post-Secondary School and intending to return to school. Submitted applications should **clearly identify the position being applied for** and should be forwarded to:

Human Resources
The Township of Tiny
130 Balm Beach Road West
Tiny, ON L0L 2J0
Fax: 705-526-2372
Email: humanresources@tiny.ca

Applications that do not clearly identify the position(s) being applied for will not be considered.

We thank all those who apply but only those applicants selected for an interview will be contacted.

The Corporation of the Township of Tiny is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.