



EMPLOYMENT OPPORTUNITIES

Tay Valley Township seeks three energetic students for the following summer opportunities:

Clerk's Assistant (1 Position)

Reporting to the Clerk, the Clerk's Assistant will provide clerical/secretarial support to the Clerk with regards to the 2018 Municipal Election. Conduct research related to corporate policies and procedures, compile content and pursue advertising revenues for the Municipal Services Directory, prepare content for updates to the Township website, undertake records management tasks, and provide clerical support to the Clerk's Department.

Recreation Assistant (1 Position)

Community Facilities Assistant (1 Position)

Reporting to the Public Works Manager, both positions will perform grounds maintenance, and general labour and maintenance related to the Township's recreation and community facilities.

The start date is Monday, May 7th, 2018 (for approximately 16 weeks). The wage rate is \$14.00 per hour based on a 35 hour work week (2018 Rate). Detailed job descriptions are available by visiting [Tay Valley Township Website](#).

Qualified candidates are invited to submit a covering letter and resume clearly marked with the position, prior to 12:00 noon, April 6th, 2018 to:

Tay Valley Township
Attn: Amanda Mabo, Clerk
217 Harper Road

Perth, ON K7H 3C6
or e-mail: clerk@tayvalleytwp.ca

Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

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

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.