



EMPLOYMENT OPPORTUNITIES

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

Office Assistant (1 Position)

Reporting to the Clerk, the Office Assistant will provide clerical/secretarial support to the Clerk, Planner and Treasurer, conduct research related to corporate policies and procedures, prepare content for updates to the Township website, research the Lanark County Vital Signs 2017 report data to develop wellness indicators, prepare background materials to support outreach to local indigenous groups, identify biodiversity information related to two new parks, undertake records management tasks, and provide clerical support to the Clerk's, Building and Planning, and Finance Departments.

Community Facilities & Recreation Assistant (2 Positions)

Reporting to the Public Works Technologist, the Community Facilities and Recreation Assistant will perform grounds maintenance, and general labour and maintenance related to the Township's recreation and community facilities.

The start date is Monday, May 6th, 2019 (for approximately 16 weeks). The wage rate is \$14.25 per hour based on a 35 hour work week (2019 Rate). Detailed job descriptions are available by visiting www.tayvalleytwp.ca.

Qualified candidates are invited to submit a covering letter and resume clearly marked with the position, prior to 12:00 noon, March 21st, 2019 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.