

The following student positions are available with the
Municipality of Mississippi Mills for the 2024 summer season:

Please note that these are the 2023 Summer Student rates, 2024 Summer Student rates are currently under review.

Mississippi Mills Public Library

Two (2) positions - \$16.96 to \$17.55 per hour, approximately 35 hours per week for 10-13 weeks.

Two Summer Program Co-Leaders (Almonte Branch and Pakenham Branch) responsible for planning, promoting and coordinating the summer children's programming.

Applicants must be able to provide a vulnerable sector police check. Experience working with children is preferred.

Mississippi Mills Childcare Services

Two (2) positions - \$16.96 to \$18.16 per hour, 35-40 hours per week, June 17 to August 30

This position includes working under the supervision of a Registered Early Childhood Educator in implementing an educational curriculum for children *primarily* 4-12 years of age. Younger age groups is a possibility. The successful candidate will closely supervise children and assist educators in maintaining a safe environment. A current Police Vulnerable Sector Check and Standard First Aid/CPR C is mandatory. Preference will be given to candidates enrolled in the field of Early Childhood Education. Candidates must be a minimum of 18 years of age. A cover letter and resumé outlining your related skills and experience is required.

Recreation Facilities Labourer

Three (3) positions \$15.81 per hour, the position is for 40 hours per week from May to August.

This position includes performing maintenance and janitorial duties and necessary repairs associated with all recreation building facilities, structures, parks and playing fields and includes reporting major breakdowns and repairs to the Working Facility Foreman, setting up and cleaning up for all hall and ice surface rentals, programs and special events, preparing outdoor sport facilities for daily usage including all those duties deemed essential for the daily operations of the facilities.

Tourism and Economic Development Assistants

Two(2) positions \$16.96 per hour, 35-40 hours per week

We are now hiring for the position of Tourism and Economic Development Summer Assistant(s). Working closely with the Community Services department staff, the Tourism and Economic Development Assistants will represent the Municipality of Mississippi Mills to visitors. Chosen candidates will attend events throughout the Municipality, conducting research, surveys, taking photos and creating social media content. They will work one on one with the public providing information and insight on local attractions, restaurants, and community assets. They will assist with the execution of Municipal special events and will create itineraries for locals and visitors to explore the community safely. This position(s) requires regular weekend work. Applicants must be able to start mid-May and stay in the position until late August.

Tourism Ambassador - Weekends

One(1) position \$16.96 per hour 14-21 hours a week Mid May to Mid October (possibility of additional hours July and August)

Do you like to tell people where to go and what to do? Where they can access the river, visit a museum or get some ice cream? We may just have the job for you! We are hiring for the position of Weekend Tourism Ambassador for the Mississippi Mills Tourism Information Centre. This position is suitable for an older secondary school student who will work one on one with the public to provide information and insight on local attractions, restaurants, and community assets. The chosen candidate will create new itineraries for locals and visitors to explore the community safely. This position is required to work weekends and holidays.

Beautification Maintenance Student

Three (3) positions - \$15.81 per hour, the position is for 37.5 hours per week.

Two applicants will be required from May – August and one applicant will be required to start late June until August. We're looking for energetic, detail-oriented students who are prepared to roll up their sleeves and get dirty this summer. Do you have a passion for the environment and thrive in the outdoors? Responsible students are required to complete all beautification and maintenance activities, including watering flowers, weeding/garden maintenance, debris and litter, etc., throughout the Municipality. Experience or education in landscaping, gardening, horticulture or general maintenance would be considered a strong asset. Must be available to work during weekends for watering flowers and as required for festivals and special events. Valid Class G Ontario License required.

Engineering Summer Student

Up to two (2) positions \$18.80 per hour, the position is for 40 hours per week from May until August.

Two positions are available, one in the Roads and Public Works Department and another in the Department of Development Services and Engineering. Duties within Roads and Public Works include gathering electronic data for inclusion in the municipal GIS system, collecting field inventory and condition assessment information relating to infrastructure assets, implementing the traffic count program, general inspection duties, preparing project summary reports, assisting with other duties, including wild parsnip monitoring, flagging and maintenance.

Duties within Development Services and Engineering include assisting engineering staff with the review of development applications, review of as-built plans and on-site inspections of recent developments, researching best practices for engineering policies, procedures and by-laws, and assisting with capital infrastructure projects. Both positions require valid Class G Ontario License.

Public Works Assistant Summer Student

One (1) position \$15.81 per hour, the position is for 40 hours per week from May until August.

Duties include whipper-snipping, debris and litter collection, cold patching, fire hydrant maintenance – colour code and paint, traffic control person on road jobs and assisting with other duties as required. Must be available to work during weekends as required for watering flowers and for festivals and special events. Valid Class G Ontario License required.

Building Department Administration Summer Student

Up to Two (2) positions - \$16.96 per hour, the position is for 40 hours per week from May to August.

This is primarily an in-office position to assist on the administrative side of the department. This position works directly with other building department staff to assist with a variety of building permit and development related duties including the administration of building permit intake, file review, policy research, best practices from other municipalities updating the Municipality's GIS mapping system, scanning permits and drawings, and assisting the Building Clerk on the day-to-day operations of the Department.

Administration Summer Assistant

Two (2) position – \$17.55 per hour, the position is for 35 hours per week from May to August.

One student, with business/public administration, communications or political science background, to assist with the development of policies and procedures; drafting communications materials, review and maintain centralized records management systems; and provide administrative support in legislative services.

Interested candidates are invited to submit in confidence, a resume and cover letter outlining the position they are applying for and their qualifications to:

cwoods@mississippimills.ca no later than 12 o'clock noon on Friday, March 15, 2024.

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Please note that as per Municipal policy, all existing employees and all future hires of the Municipality of Mississippi Mills must be fully vaccinated against COVID-19. All requests for accommodation based on proof of a valid medical contraindication or any request for exemption on the basis of protected grounds under the Ontario Human Rights Code will be considered.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.

The Municipality of Mississippi Mills is an equal opportunity employer. If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you. All information received relating to requests for accommodation will be addressed confidentially.