

*The following student positions are available with the
Municipality of Mississippi Mills for the 2025 Summer Season:*

Mississippi Mills Public Library

Two (2) positions - \$18.84 to \$20.18 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 - \$18.84 to \$20.18 per hour, 35-40 hours per week, June 17th to August 30th

This position includes working under the supervision of a Registered Early Childhood Educator in implementing an educational curriculum for children from infant to school age. 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 \$17.72 to \$18.97 (18 years and over rates) 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 \$18.84 to \$20.18 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) is required to work most weekends and holidays Applicants must be able to start mid-May and stay in the position until late August.

Tourism Ambassador - Weekends

One(1) position \$18.84 to \$20.18 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 works weekends and holidays.

Public Works Assistant Summer Student

One (1) position \$17.72 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.

Beautification Maintenance Student

Three (3) positions - \$17.72 per hour, the position is for 37.5 hours per week.

Applicants will be required from May – 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 three (3) positions \$20.88 per hour, the position is for 40 hours per week from May until August.

Three positions are available, two 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.

Administration Summer Assistant

Two (2) position – \$18.84 per hour, the position is for 35 hours per week from May to August.

Two students, 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.

Senior Camp Counsellor – Youth Sports Camp (NEW)

One (1) position - \$18.84 to \$20.18 per hour, the position is for 40 hours per week from June to August (10 weeks)

The Senior Camp Counsellor is responsible for overseeing the daily operations of sports activities, ensuring that all campers and staff have a safe, fun, and structured experience. This role involves leading a team of counsellors, organizing and coordinating sports sessions, and maintaining a high level of energy and enthusiasm throughout the camp. The Camp Senior Counsellor will create sports-related activities to suit various age groups and skill levels, while emphasizing teamwork, sportsmanship, and personal development. They will also handle logistical tasks such as scheduling, ensuring safety protocols are followed, and addressing any camper needs or conflicts. Strong leadership, excellent communication skills, and a passion for sports are essential in motivating staff and campers to achieve their best while fostering a positive, inclusive, and active environment.

Camp Counsellor – Youth Sports Camp (NEW)

Three (3) positions - \$17.72 to \$18.97 Per hour, the position is for 40 hours per week from June to August (7 weeks)

The Camp Counsellor is responsible for creating a fun, safe, and engaging environment for children participating in various sports activities. This role involves supervising campers, guiding them through sports lessons, and fostering teamwork, sportsmanship, and healthy competition. Counsellors will lead warm-up exercises, demonstrate proper techniques, and ensure that all activities are inclusive and age-appropriate. They must be proactive in handling any conflicts, ensuring campers' safety, and maintaining a positive atmosphere. Strong communication skills, patience, and a passion for sports and for working with youth are essential in this role, as well as the ability to motivate and encourage participants of all skill levels.

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 14, 2025.

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

The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated, and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups.

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.

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.



Planning Summer Student

One (1) in-person position

\$20.88 per hour

40 hours per week from May to August 2025

Are you a people person? Do you have an interest in learning more about the people and places of Mississippi Mills? We are looking for an energetic, team player who is interested in joining our planning department. Summer portfolio includes assisting the Municipal Planners and planning staff with planning and heritage applications, undertaking research for planning policy projects, assisting with the preparation of public presentations and committees (Committee of Adjustment, Heritage Committee), interacting with the public on planning projects and assisting with the day-to-day operations of the Planning Department as well as conducting site visits.

Enrollment in a post-secondary program in land use planning, heritage conservation, geography or GIS is considered an asset. Valid Class G Ontario License required.

Mississippi Mills is comprised of extensive rural and agricultural areas surrounding a small friendly town and several picturesque villages and hamlets. Here you'll find heritage homes, quiet residential streets, prosperous farms and a beautiful rolling countryside filled with wide open spaces that invite you to breathe in the fresh country air. Located just 20 minutes from Kanata and 40 minutes from downtown Ottawa, Mississippi Mills also offers a progressive environment for enterprise in our business park, a thriving retail atmosphere in our downtown core and many artistic and recreational opportunities.



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Mills