



The following student positions are available with the Municipality of Mississippi Mills for the 2026 Summer Season:

Mississippi Mills Public Library

One (1) position - \$19.22 to \$20.58 per hour, approximately 35 hours per week for 10-13 weeks.

One Summer Program Leader - This position is based at the Almonte and Pakenham branches and is responsible for planning, promoting, and coordinating summer children's programming. The successful candidate will work at the Almonte Branch four days per week and the Pakenham Branch one day per week. Candidates must be 18–30 years of age and be well-rounded, self-motivated, and have experience working with school-aged children. Experience in a library setting, as well as computer and artistic skills, are considered assets.

One (1) position - \$18.07 to \$19.35 per hour, approximately 35 hours per week for 8 weeks.

One Summer Program Assistant - This position is based at the Almonte and Pakenham branches and will assist with delivering summer children's programming. Candidates must be at least 15 years of age and be well-rounded, self-motivated, and enjoy working with school-aged children. Experience in a library setting, as well as computer and artistic skills, are considered assets.

***Applicants must have reliable transportation, be able to work at both locations, must have a current (valid within 6 months) Vulnerable Sector Police Check, and have experience working with children (preferred).*

Mississippi Mills Childcare Services

Six (6) positions - \$19.22 to \$20.58 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 from infant to school age. The successful candidates will closely supervise children and assist educators in maintaining a safe environment. Preference will be given to candidates enrolled in the field of Early Childhood Education. Candidates must be a minimum of 18 years of age. *Please submit a **cover letter and resumé** outlining your related skills and experience.* Applicants must have a current (valid within 6 months) Vulnerable Sector Police Check and Standard First Aid/CPR C is mandatory.

Recreation Facilities Labourer

Three (3) positions \$18.07 to \$19.35 (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 \$19.22 to \$20.58 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.



The following student positions are available with the Municipality of Mississippi Mills for the 2026 Summer Season:

Tourism Ambassador - Weekends

One(1) position \$19.22 to \$20.5 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 available \$18.07 to \$19.35 per hour May–August 40 hrs/week

Join our Public Works team for a hands-on summer job that keeps our community running smoothly. We're looking for a motivated, reliable student who's ready to take on a variety of outdoor maintenance and municipal support tasks.

Key Responsibilities:

- Perform whipper-snipping and general grounds maintenance
- Collect debris and litter throughout the municipality
- Assist with cold patching and minor road repair tasks
- Complete fire hydrant maintenance, including colour coding and painting
- Serve as a traffic control person for roadwork projects
- Support additional Public Works duties as assigned
- Work weekend shifts as needed for flower watering, festivals, and special events

Requirements:

- Valid Class G Ontario Driver's License
- Ability to work outdoors in varying weather conditions
- Strong work ethic, reliability, and willingness to learn

Why This Role Matters

You'll play an important part in keeping our community safe, clean, and welcoming throughout the busy summer season. It's a great opportunity to gain hands-on experience in municipal operations and outdoor maintenance.

Beautification Maintenance Student

Three (3) positions available \$18.07 to \$19.35 per hour, the position is for 37.5 hours per week. May–August Weekends Required.

If you love the outdoors and don't mind getting your hands a little dirty, this is the perfect summer opportunity. We're looking for energetic, reliable, detail-oriented students who are passionate about the environment and ready to help keep our community looking its best.

What You'll Do

- Water and maintain flowers throughout the municipality
- Perform weeding, gardening, and general landscape upkeep
- Assist with debris and litter clean-up
- Support beautification efforts during festivals and special events
- Work weekend shifts as needed for watering and event support

What We're Looking For

- A positive attitude and strong sense of responsibility
- Comfort working outdoors in various weather conditions
- Experience or education in landscaping, gardening, horticulture, or general maintenance (an asset, not a requirement)
- **Must have a valid Class G Ontario driver's license**

Why Join Us?

You'll spend your summer outside, contribute to a greener, cleaner community, and gain hands-on experience in environmental maintenance and municipal operations.



The following student positions are available with the Municipality of Mississippi Mills for the 2026 Summer Season:

Engineering Summer Student

Up to two (2) positions \$21.30 to \$22.81 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 Engineering Division of the Development Services and Engineering Department.

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, and
- assisting with other duties, including wild parsnip monitoring, flagging and maintenance.
- **Must have a valid Class G Ontario driver's license**

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.
- **Must have a valid Class G Ontario driver's license**

Why These Roles Matter

Engineering Summer Students support essential municipal projects that contribute directly to infrastructure planning, development review, asset management, and community safety. This role provides meaningful exposure to real-world engineering practices while helping shape the future of our growing municipality.

Building Division Administration Summer Student

Up to two (2) positions \$19.22 to 20.58 per hour, the position is for 40 hours per week from May until August.

Join our Building Division for the summer. This role is primarily an in-office position to assist on the administrative side of the Building Division as part of the Development Services and Engineering Department. This position works directly with other building staff to assist with a variety of building permit and development related duties including:

- the administration of building permit intake,
- file review,
- policy research, and 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.

Why These Roles Matter

Building Summer Students support essential development that contribute directly to community ensuring that buildings are constructed in accordance with the Ontario Building Code. This role provides meaningful exposure to real-world building services while helping shape the future of our growing municipality.

Environmental Summer Student

One (1) position \$21.30 to \$22.81 per hour, the position is for 40 hours per week from May until August.

Join our Roads and Public Works team for a hands-on summer role that blends outdoor environmental fieldwork with GIS data collection, environmental monitoring, and technical support. This position is ideal for students looking to build practical experience in municipal infrastructure, environmental protection, and sustainability programs while working both in the field and the office.



*The following student positions are available with the
Municipality of Mississippi Mills for the 2026 Summer Season:*

Key Responsibilities:

- Conduct field inspections of municipal environmental assets and infrastructure.
- Collect soil and water samples and perform basic field measurements.
- Support stormwater and water quality monitoring programs.
- Collect GIS data using handheld equipment for digital mapping and infrastructure planning.
- Update and maintain GIS datasets (ArcGIS Pro / ArcGIS Online).
- Analyze environmental and infrastructure data and assist with summary reporting.
- Support environmental compliance, sustainability, and climate-related initiatives.
- Assist with project coordination, documentation, and occasional community outreach tasks.

Requirements:

- Enrolled in an environmental-related college or university program.
- Valid G Class Ontario Driver's License.
- Understanding of environmental sampling techniques and good field practices.
- Familiarity with GIS systems (ArcGIS Pro / ArcGIS Online) is an asset.
- Ability to work outdoors in varying conditions and independently when required.
- Knowledge of vegetation identification and invasive species is an asset.

Why This Role Matters

This role provides essential environmental field data, GIS support, and technical analysis that contribute directly to municipal planning, environmental protection, and sustainability objectives.

Administration Summer Assistant

Up to two (2) position – \$19.22 to 20.58 per hour, the position is for 35 hours per week from May to August.

Up to 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. The role combines AI integration for business workflows, standard operating procedure (SOP) development, front counter customer service, policy research and drafting, records management and staff training materials preparation.

This position is ideal for a detail oriented, policy and tech curious student who enjoys process improvement and helping people.

Senior Camp Counsellor – Youth Sports Camp

One (1) position - \$19.22 to \$20.58 per hour, the position is for 35 hours per week May and June and 40 hours per week July and August.

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 Senior Camp 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.



Mississippi
Mills

2026 SUMMER STUDENT EMPLOYMENT



The following student positions are available with the Municipality of Mississippi Mills for the 2026 Summer Season:

Camp Counsellor – Youth Sports Camp

Three (3) positions - \$18.07 to \$19.35 per hour (over 18 rates), the position is for 40 hours per week from June to August (8 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.

Please note that different rates may apply to applicants under the age of 18.

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 6, 2026.

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.