

**EMPLOYMENT OPPORTUNITY  
ARENA HELPER – CUPE (2026-08)  
PERMANENT PART-TIME**

The Municipality of Mississippi Mills is located a short drive west of the Nation's Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the Township of Ramsay and the friendly Town of Almonte. It boasts some of the Province's and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts, and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

The Municipality is seeking an **Arena Helper** to join the Recreation Department. Reporting to the Working Facilities Foreman, the Arena Helper is responsible for assisting with the general maintenance and repair of recreation facilities, including the maintenance of ice surfaces at the arena and curling rink in Almonte, and supporting the overall cleanliness of municipal recreational facilities.

The incumbent will also assist with the setup and takedown of equipment for special events and programs, and support the maintenance of recreational and other municipal facilities to ensure they remain clean, well-maintained, and safe for public use.

***This CUPE position is permanent part-time (10 to 35 hrs per week)  
Hourly rates starting effective April 1<sup>st</sup>, 2026  
\$20.42 to \$23.01***

***The ideal candidate will have:***

- OSSD or in progress
- CPR/AED & First Aid Certificate
- Smart Serve or Service Intervention Program
- Strong interpersonal and customer service skills
- Good oral communications and public relations skills.
- Ability to work with minimal supervision.

The Municipality of Mississippi Mills offers:

- OMERS Pension
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [www.mississippimills.ca/en/municipal-hall/jobs.aspx](http://www.mississippimills.ca/en/municipal-hall/jobs.aspx)

We invite qualified candidates to submit a detailed resume and cover letter in confidence to Cyndy Woods, Human Resources at [cwoods@mississippimills.ca](mailto:cwoods@mississippimills.ca). The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on March 26, 2026**.

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

*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 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 can assist you.***