

**Township of Ignace**

34 Highway 17 West, PO Box 248, Ignace, ONTARIO P0T 1T0

Phone: 807-934-2202 Fax: 807-934-2864

**Ignace.ca**

**SUMMER STUDENTS POSTING**

The Township of Ignace is currently accepting applications for the Summer Students in the Public Works Department, Recreation Department, and Administration/Tourism Department.

Candidates **must have the following minimum qualifications:**

* Currently enrolled in a school and are planning on returning in the fall
* Good verbal communication skills
* Physical strength and stamina, as physical labour is a requirement for the position
* Good record-keeping, customer service skills
* Good communication skills, both written and oral
* Must be self-motivated and able to work independently or as a member of a team
* First Aid would be an asset
* Drivers License would be an asset

**Public Works Department**: 2 Full-Time – 40 hrs/week

* Assisting the Public Works team with various responsibilities in the Public Works facility, Township Outdoor Recreation facilities (Parks, Beaches, Trails), Township properties, Recreation facilities and Cemetery Maintenance.
* Assist with Municipal Office, Plaza and Highway Corridor maintenance

**Recreation Department**: (2 Full-Time Student – 35 hrs/week)

* Assist Recreation Programmer with organizing and supervising various summer activities
* Assist in planning and preparation of Day Camps
* Participating in Kid Festival
* Outdoor Recreation facility and Trail maintenance
* Assist with Plaza and Highway Corridor maintenance
* Assist with researching various studies
* Must be able and willing to work some evenings and weekends

**Tourism /Administration Assistant:** (2 Full-Time Positions – 35 hrs/week)

This is an exciting, customer-oriented position that requires an outgoing and self-motivated individual who will operate as an ambassador for the Township of Ignace while providing general administrative support. Position responsibilities include:

* Welcome and direct guests in a friendly and professional manner.
* Provide travel counseling services to tourists and visitors, promoting the Township’s recreational, educational and cultural experiences, events, attractions etc.
* Manage the Tourism Information Area, along with inventories of its tourism brochures, guides, magazines and maps.
* Monitor the Township’s Sunset Country web page.
* Process all telephone, written, email and walk-in tourism information requests
* Maintain travel/visitor reports.
* Assist other team members with the implementation of action plans, projects and general administrative duties and tasks.
* Assist with researching various studies
* Must be able and willing to work some evenings and weekends

Experience in small municipalities performing a variety of public works functions is highly desirable.

Qualified candidates are invited to submit their resume along with cover letter to:

**Lynda Colby**

Clerk

Township of Ignace

P.O Box 248, 34 Highway 17 W

Ignace, ON P0T 1T0

Email : [clerk@ignace.ca](mailto:clerk@ignace.ca) Fax : (807) 934 2864

**Closing date: 12:00 pm, Friday May 21, 2021**

**Only candidates selected for interviews will be contacted. Please note this job competition is currently advertised internally and qualified internal applicants will be given priority as per the requirements of the Collective Agreement.**

**In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c25, as amended and will be used solely for the purpose of candidate selection.**

**The Township of Ignace is an equal opportunity employer. Accommodations will be made upon request.**