



Township of Ignace
34 Main St. Ignace,
ON P0T 1T0

EXTERNAL JOB POSTING

The Township of Ignace is accepting applications for Four Seasonal Landscaping & Recreational Assistant Positions. Work up to 40 hours per week to be flexible, and when needed.

Job Description

Title:	Landscaping and Recreation Assistant
Positions	Four (4) Positions
Department:	Parks & Recreation
Group:	Student - Non-Union
Pay Rate:	\$ 18.60 / hr
Direct Supervisor:	Manager of Infrastructure and Public Works
Work Duration:	June 29 – August 28, 2026
Posted:	April 16, 2026

POSITION SUMMARY:

The Township of Ignace is seeking four motivated, reliable, and hardworking students to join our team as **Landscaping and Recreation Assistants** for the summer. Working under the supervision of the Public Works Manager and closely with the Recreation Programmer, students will assist with the maintenance and beautification of parks, sports fields, cemeteries, and municipal facilities, as well as help organize and deliver community recreation programs and events.

This position offers a diverse mix of outdoor and community-based work, providing valuable hands-on experience in teamwork, public service, safety practices, and municipal operations.

KEY RESPONSIBILITIES:

- Perform grounds and facility maintenance, including grass cutting, trimming, watering, planting, and general landscaping.
- Maintain parks, trails, playgrounds, cemeteries, beaches and sports fields to ensure they are clean, safe, and attractive.
- Assist with setup, takedown, and operation of community events, recreation programs, and facility rentals.

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- Collect litter, empty garbage receptacles, and assist with general cleaning of public areas.
- Operate and maintain small equipment and tools safely and efficiently (e.g., lawn mowers, trimmers, hand tools).
- Assist with operating the municipal canteen during events when required, including: preparing and serving food and beverages, handling cash and accurately recording sales, Monitoring and restocking inventory and supplies.
- Follow all health and safety protocols as directed by supervisors.
- Ensure compliance with municipal policies and procedures.
- Provide friendly and efficient customer service to community members.
- Carry out other duties as assigned by the Manager of Infrastructure and Public Works.

QUALIFICATIONS:

- Must be a student returning to school in fall 2026 (secondary or post-secondary).
- Strong work ethic, reliability, and willingness to perform physical outdoor work in varying weather conditions.
- Ability to work independently and collaboratively in a small team environment.
- Good communication and interpersonal skills.
- Interest in parks maintenance, landscaping, recreation, or municipal service.
- Experience operating lawn or garden equipment is an asset.
- Must meet Canada Summer Jobs eligibility criteria:
 - Be between 15 and 30 years of age at the start of employment;
 - Be a Canadian citizen, permanent resident, or person granted refugee protection;
 - Have a valid Social Insurance Number; and
 - Be legally entitled to work in Canada.

SUPERVISION AND MENTORSHIP:

The student will receive daily supervision, on-the-job training, and mentorship from the Public Works Manager and other municipal staff. This includes instruction on:

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- Safe and efficient equipment operation;
- Workplace health and safety procedures;
- Parks and recreation operations; and
- Effective teamwork and communication practices.

LEARNING OUTCOMES

By the end of the placement, the student will have:

- Developed hands-on skills in landscaping, facility maintenance, and event support;
- Gained an understanding of municipal operations and community service delivery;
- Built practical communication, organization, and teamwork skills; and
- Learned how parks and recreation contribute to community well-being and civic pride.

WORK ENVIRONMENT

- Primarily outdoor work with exposure to variable weather conditions.
- Standard weekday schedule, with occasional evening or weekend hours for events.
- All required safety equipment and training will be provided.

CANADA SUMMER JOBS GRANT

These positions will receive partial funding through the Canada Summer Jobs Grant and will be required to participate in training, mentorship and reporting activities as defined by the funding agreement.

CSJG Position Title: Recreation park attendant

Canada Summer Jobs #: 5352072

Job Bank: <https://www.jobbank.gc.ca/jobsearch/jobpostingcsj/49289302>



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HOW TO APPLY:

Interested candidates are invited to submit their resumes and cover letter to the **email** below.

Township of Ignace Township Office

34 Main Street.

Ignace, ON P0T 1T0

hr@ignace.ca

Closing date: Thursday May 14th, 2026 at 3:00 p.m.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Equal Opportunity Employer Statement:

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.