



## **Employment Opportunity**

### **Student Recreation Attendant**

We are currently accepting resumes for a Student Recreation Attendant for the Minden Hills Community Services Department.

This NEW position is responsible for assisting in developing and delivering recreation programs and initiatives in the Township of Minden Hills. Duties and responsibilities may include:

- Assisting with day-to-day administration and delivery of recreation programs and services
- Assisting with new programming opportunities, program planning, implementation and evaluation
- Responding to program related inquiries and providing appropriate feedback
- Assisting in developing and distributing marketing materials for programs and camps

Hours will be based on a maximum of twenty-four (24) hours per week, being days, evenings and weekends. The rate of pay is \$14.35/hour.

#### **Qualifications:**

- Minimum of sixteen (16) years of age is preferred, and enrolled in or returning to High-School, or Post-Secondary Institution is required
- Highly motivated with the ability to work independently, as well as in a team environment
- Proven leadership, customer service & communication skills
- Attention to detail is critical for this position along with the ability to complete work in a timely manner
- Possession of a valid "G" Driver's License for the Province of Ontario and access to a vehicle is required
- Current Standard First Aid/CPR (Level C), or willingness to complete
- Holds a valid certificate in HI-FIVE, or willingness to complete

Upon final selection, the successful candidate will be required, at their own expense, a clean Vulnerable Sector Check from the Ontario Provincial Police or appropriate Police Forces, and a clean Drivers Abstract.

Please refer to the Position Description for further requirements and accountabilities, obtained on our website at [www.mindenhills.ca](http://www.mindenhills.ca), by calling 705-286-1260 ext. 513 or by emailing [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca).

Qualified applicants are invited to submit a letter of application together with a resume of education and experience by **12:00 noon, October 8, 2021** to by email or mail to:

#### **Employment Opportunity – Student Arena Attendants**

Township of Minden Hills  
7 Milne St, PO Box 359  
Minden, ON K0M 2K0

Attention: Shannon Prentice, Deputy Clerk  
Email: [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca)

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the undersigned to discuss alternative solutions. We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.