



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
STUDENT JOB OPPORTUNITY
CORPORATE SERVICES & FINANCE
COMMUNITY CENTRE HELPER
FILE #: 2018-48**

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

The Human Resources Department is currently accepting applications for the student position of **Community Centre Helper**. Reporting to the Community Centre Foreman, the duties of this position include customer service, skate and ice monitoring duties, set up/take down of equipment, track and record attendance, helping ensure rules and procedures for use of the facility are followed, and general janitorial work as required.

To be considered for a student position you must possess the following qualifications:

- A minimum of age 16 and is attending school as a full-time student during the school year
- Proven abilities in customer service, communication, public relations, and cash handling
- Strong organizational skills with the ability to show initiative in the workplace
- Able to work both as part of a team and independently as required
- Safety conscious with knowledge and training under the *Occupational Health & Safety Act*
- Flexible to work evenings and weekends in the winter at both Community Centre locations; Picton and Wellington
- Excellent physical condition with confident ice-skating skills
- Valid 1st Aid or CPR certificate would be considered an asset
- Proof of a satisfactory Vulnerable Sector Screening Check

The current rate of pay for this position is \$14.00 per hour. Please submit your cover letter and resume prior to **4:00 pm on September 27, 2018** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.