



2019 Part-Time and Full-Time Summer Employment Positions

The Town of Prescott is pleased to invite individuals to join our municipal team in a variety of summer employment opportunities. Applicants must meet the eligibility criteria established by the Canada Summer Jobs Program including being between the age of 15 and 30 years of age. The town offers employment on a full-time and part-time basis from early May to the end of August 2019.

The following positions are available:

- 1. Administrative Assistant – Operations Department – Full-Time**
- 2. Administrative Assistant – Finance Department/Building & By-law – Full-Time**
- 3. Operations Labourers – Full-Time**
- 4. Parks Maintenance/Horticultural Support – Full-Time & Part-Time**
- 5. Marina Attendants – Full-Time & Part-Time**
- 6. Tourism Ambassadors – Full-Time & Part-Time**
- 7. Aquatics Supervisor & Lifeguard/Instructor – Full-Time**
- 8. Assistant Aquatics Supervisor & Lifeguard/Instructor – Full-Time**
- 9. Lifeguard/Instructor – Full-Time & Part-Time**
- 10. Lifeguard – Part Time**

Please state the position(s) that you are applying for on your resume or covering letter. Resumes must be submitted by all applicants including those that were previously employed by the Town of Prescott. Resumes can be submitted via email with “Summer Employment” in the subject line to: hr@prescott.ca

Hard copies of resumes can be delivered to:

Town Hall
360 Dibble St.
PO Box 160
Prescott, ON
K0E 1T0

Resumes for all positions must be received by 4:30 p.m. on March 7th, 2019. Interviews will be held in person between March 11th and March 15th or by phone at a later date to accommodate those who are unavailable. Successful candidates will be notified by March 29th, 2019 or earlier.

We wish to thank all candidates for applying and advise that only those selected for an interview will be contacted.

Personal information submitted is collected under the authority of the Municipal Act and is protected under the Freedom of Information and Protection of Privacy Act. It will be used only for the purpose of recruitment. Questions may be addressed to the Municipal Clerk, Town of Prescott, 360 Dibble St. West, Prescott, Ontario K0E 1T0. The Town of Prescott is an equal opportunity employer.