

PRESCOTT
EST 1784
THE FORT TOWN
TOWN OF PRESCOTT
SUMMER EMPLOYMENT

2026 JOB DESCRIPTIONS

Position Title: Operations Labourer

Position Summary:

- This position is primarily based at the Ed Yandeau Operations Centre, located at 950 Sophia Street, Prescott, Ontario
- The position is based on a 40-hour work week, with hours of 7:00 a.m. – 3:30 p.m. Monday through Friday, from May to September.
- \$18.00 per hour for students, less statutory deductions
- Under the direction of the Operations Lead Hand or designate, successful applicants will assist with various duties as they pertain to the Operations (or Public Works) Department including general maintenance functions such as installing signs, cold/hot mix patching, roadside debris collection, cutting grass, event setup/takedown, etc. Performs other related duties as assigned. Incumbents will work outdoors in differing weather conditions (rain, heat, etc.) Incumbent will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program.
- Other related duties as assigned.
- Minimum class G2 licence with a clean driver's abstract considered an asset
- Clean Criminal/Vulnerable Sector Check may be required by the successful applicant

Position Title: Gardens/Landscape Labourer

Position Summary:

- This position is primarily based at the Ed Yandeau Operations Centre, located at 950 Sophia Street, Prescott, Ontario
- The position is based on a 40-hour work week, with hours of 7:00 a.m. – 3:30 p.m. Monday through Friday, from May to September. Hours are subject to change.
- \$18.00 per hour for students, less statutory deductions
- Under the direction of the Operations Lead Hand or designate, successful applicants will assist the Horticulture Specialist with various duties as they pertain to horticultural and gardens maintenance. Incumbents will maintain lawns and greenspace. Incumbents will prepare soil, plant bulbs, seeds and cuttings; install and maintain seasonal plants, monitor and maintain plants for healthy growth, and dig, cut and transplant trees, shrubs, flowers and plants as required. Performs other related duties as assigned. Incumbents will work outdoors in

differing weather conditions (rain, heat, etc.) Incumbent will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program.

- Other related duties as assigned.
- Clean Criminal/Vulnerable Sector Check may be required by the successful applicant
- Minimum class G2 licence with a clean driver's abstract considered an asset

Position Title: Marina Attendant

Position Summary:

- This position is primarily based at the Sandra S. Lawn Harbour and Marina, located at 191 Water Street East, Prescott, Ontario
- The position is based on a flexible work week, with rotating shifts including days, evenings, weekends and holidays, from May to September, up to 30 hours per week
- \$18.00 per hour for students, less statutory deductions
- Under the direction of the Manager of Community Services or designate, successful applicants will provide services regarding marine facilities for boaters. Duties will include but will not be limited to: cleaning washrooms, removal of weeds and debris from boat launch ramps, changing garbage's, power washing docks, cleaning offices, etc. Will greet patrons and answer inquiries. Will make reservations and register overnight guests. Incumbent will be required to secure and fuel boats. Incumbent will be responsible for handling cash, balancing register and cashing out. Incumbent will collect all fees as they pertain to the operation of the marina, boat launch ramps, transient dockage, seasonal dockage and fuel dock services. Incumbent will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program.
- Other related duties as assigned
- Experience working in a marina would be considered an asset
- Current Standard First Aid/CPR C certification would be an asset
- Minimum class G2 licence with a clean drivers abstract considered an asset
- Current Automated External Defibrillator (A.E.D.) certification would be an asset
- Clean Criminal/Vulnerable Sector Check may be required by the successful applicant

Position Title: Recreation Attendant

Positions Summary:

- This position is primarily based at Town Hall, the Alaine Chartrand Community Centre, the Leo Boivin Community Centre and Town Parks.
- The position is based on a flexible work week, with rotating shifts including days, evenings, weekends and holidays, from May to September; up to 30 hours a week.

- \$18.00 per hour, less statutory deductions
- Under the direction of the Manager of Community Services or designate, successful applicants are responsible for providing customer service to those participating in a recreational program at a Town facility or site. The Recreation Attendant will be cross-trained to work in a variety of Town facilities, including but not limited to: Town Hall, the Alaine Chartrand Community Centre, the Leo Boivin Community Centre and Town Parks
- **Recreation:** Recreation attendants may schedule the use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, customer service, cash handling, food preparation, inventory control and assist with the development and implementation of community events.
- **Summer Park Canteen:** Responsible for the daily duties of the canteen including but not limited to: food preparation, customer service, cash handling, inventory control, merchandise and supply restocking, facility upkeep
- **Lending Library:** Responsible for the daily duties of the lending library including but not limited to: equipment sign-in/out, equipment organization, administration, customer service, inventory control, facility upkeep and assisting at special summer programs
- Other related duties as assigned
- Enrollment in or completion of College or University Diploma/Degree program
- Food Handling Certification, current Standard First Aid/CPR C certification, and Current Automated External Defibrillator (A.E.D.) certification would be an asset.
- Minimum class G2 licence with a clean driver's abstract considered an asset.
- Clean Criminal/Vulnerable Sector Check may be required by the successful applicant

Position Title: Walker House Recreation Attendant

Positions Summary:

- This position is primarily based at Walker House, located at 623 King W, Prescott, but will be cross trained to work at various Town facilities, including but not limited to: Town Hall, the Alaine Chartrand Community Centre, and the Leo Boivin Community Centre
- The position is based on shifts mostly during the evenings and weekends, with some days, from May to September; up to 30 hours per week.
- \$18.00 per hour, less statutory deductions
- Under the Program Director the successful applicant may schedule the use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, customer service, cash handling, and assist with the administration of development and implementation of senior-focused programming.
- Enrollment in or completion of College or University Diploma/Degree program

- Food Handling Certification, current Standard First Aid/CPR C certification, and Current Automated External Defibrillator (A.E.D.) certification would be an asset.
- Minimum class G2 licence with a clean driver's abstract considered an asset.
- Clean Criminal/Vulnerable Sector Check may be required by the successful applicant