



Summer job offer in recreation and archiving

Join our dynamic team, passionate about recreation and leisure and administration

Mission

- Assist with recreational, cultural and community activities
- Maintain parks and community sites
- Attend community events in a support capacity
- Work as a team with municipal employees
- Assist the clerk's office in archiving and digitizing documents
- Assist the clerk's office in document retrieval

Under the supervision of the Public Works Team Leader, you will carry out a variety of tasks related to recreation and community life, and assist with the smooth running of cultural activities (e.g. Canada Day) and the maintenance of parks and playgrounds. You'll also take part in certain administrative tasks in the clerk's office and archives.

Skills Required

- Collaborative, punctual and a team player;
- Manual dexterity;
- Good physical condition;
- Meet the requirements for Canada Summer Jobs financial assistance, including being between the ages of 15 and 30 inclusively, and being a Canadian citizen, permanent resident or refugee.
- Willingness to work outdoors;
- Valid class 5 driver's license.

Working Conditions

- 8-week fixed-term contract
- Full time, 35 hours/week, possibility of Saturday work.
- Wage: \$20 / hour.

How to apply

- Send your resume and cover letter by e-mail to info@arundel.ca (for more information, call 819-681-3390 p.5601)