



THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

STUDENT SUMMER EMPLOYMENT JOB #1 CANADA SUMMER JOBS PROGRAM Admin Assistant - Homecoming/Canada's 150th (and General)

Head Clara & Maria is accepting applications for a summer student employment position. The Canada Summer Jobs candidate will work for 9 weeks from June 26 to August 25 @\$12/hr. Position is open to a student who:

- ◆ is between 15 and 30 years of age (inclusive) at the start of employment;
- ◆ was registered as a full-time student during the preceding academic year;
- ◆ intends to return to school on a full-time basis during the next academic year;
- ◆ is a student in a secondary, post-secondary, vocational or technical program;
- ◆ is a Canadian Citizen or permanent resident, and;
 - ◆ is legally entitled to work according to the relevant Ontario legislation and regulations.

The student will assist staff with hosting and subsequent follow up and reporting after HCMHomecoming2017, our community celebration of Canada's 150th, as well as other general administrative duties for the remainder of the summer.

Preference will be given to applicants who have a history of unsupervised work, administrative work and live locally.

Please apply with letter of application and resume by May 30, 2017 to the municipal office, fax to 613-586-2596 or hcmclerkmreith@gmail.com.

A more detailed job description may be found on-line at www.townshipsofheadclaramaria.ca under the Tender/Jobs tab.

**MELINDA REITH, MUNICIPAL CLERK
15 TOWNSHIP HALL ROAD, STONECLIFFE, ONTARIO, K0J 2K0,
613-586-2526**

This position has been made possible through the participation of the Government of Canada through the Canada Summer Jobs program.