



SUMMER EMPLOYMENT OPPORTUNITIES

The Township of Carlow/Mayo is currently accepting resumes for the following positions for the 2019 summer season:

One (1) Administrative Assistant, 35 hours per week, and interested applicants must have the ability to work independently and to perform administrative skills in an office environment as assigned;

Two (2) Road, Park and Recreation Maintenance workers, 40 hours per week, and interested applicants must have the ability to perform light manual labour and be comfortable working in an outside environment.

Applicants considered for these eight (8) week placements are from July 2, 2019 to August 23, 2019 must be between 15 and 30 years of age. Minimum wage positions of \$14.00 per hour (the minimum wage is partly funded by Service Canada).

To apply please forward a resume to the undersigned clearly indicating the position you are applying for. Fax and email submissions will be accepted. Resumes will be accepted until **4:00 p.m. Wednesday May 29, 2019**. Office hours are Monday to Thursday from 9:00 a.m. to 5:00 p.m.

Arlene Cox, Clerk-Administrator
Township of Carlow/Mayo
3987 Boulter Road
Boulter, Ontario, K0L 1G0
Tel: 613-332-1760; Fax: 613-332-2175
Email: clerk@carlowmayo.ca

The Township of Carlow/Mayo is an equal opportunity employer. We thank all applicants for their interest however only those selected for an interview will be contacted. Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the Municipal Clerk. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.