

THE TOWNSHIP OF TARBUTT SUMMER JOB OPPORTUNITY

The Township of Tarbutt is accepting applications from individuals up to 30 years of age for full time summer employment. The **Parks Attendant/Office Assistant** will ensure that outdoor public spaces are clean, safe and welcoming. This position will actively participate in roads maintenance projects, as well as some administrative office duties such as digitization and organization of records, mapping, classifying documents and research. The Assistant will play a role to plan, organize and promote community events, including the creation of marketing materials, mapping cycling routes and widespread advertising.

Successful applicants must have a valid drivers' license and be self directed to work with minimal supervision. A job description is available by contacting the Township office by e-mail at clerk@tarbutt.ca or 705-782-6776, or on the Township's website at www.tarbutt.ca

Interested candidates should submit a cover letter and resume outlining relevant work experience to The Township of Tarbutt, 27 Barr Road S., Desbarats, Ontario P0R 1E0, or by e-mail to clerk@tarbutt.ca no later than Wednesday, May 1, 2024.

We thank all who apply, but only those selected for an interview will be contacted.